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THE GRAPHIC REPORTER

AND THE GRAPHIC

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BY THE EDITOR

THE GRAPHIC REPORTER

OF THE GRAPHIC



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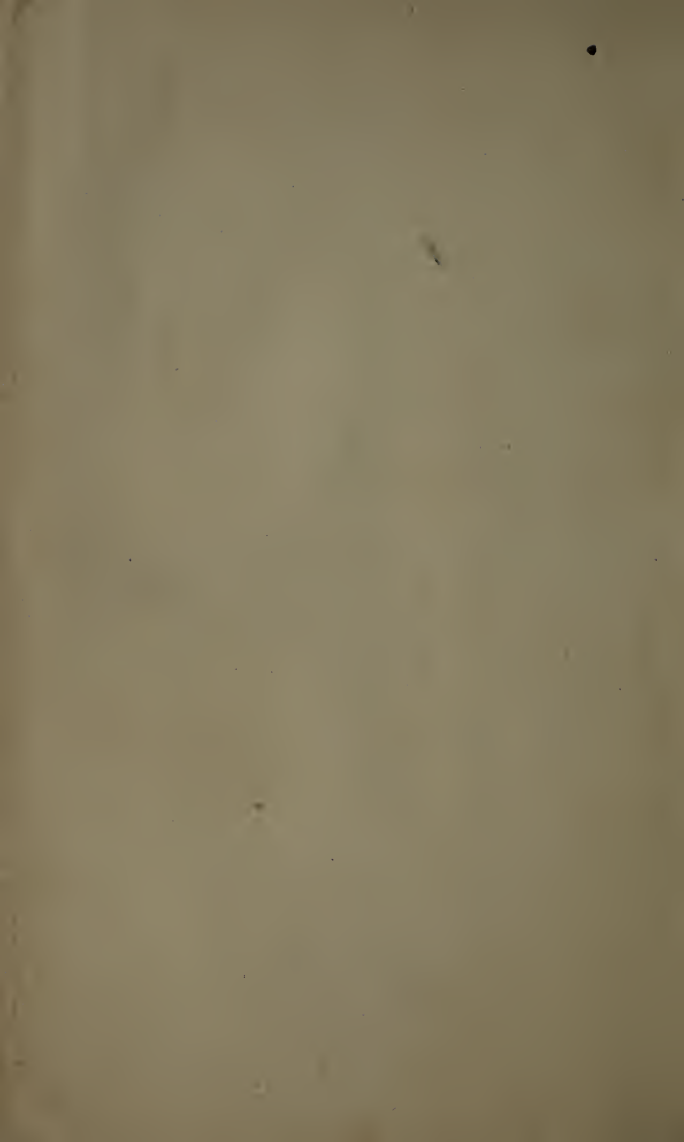
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THE
PHONOGRAPHIC REPORTER

OR
REPORTER'S COMPANION;

AN
ADAPTATION OF PHONOGRAPHY
TO
VERBATIM REPORTING.

BY ISAAC PITMAN.

One Hundred and Eighteenth Thousand.

"Shorthand, on account of its great and general utility, merits a much higher rank among the arts and sciences than is generally allotted to it. Its usefulness is not confined to any particular science or profession, but is universal: it is therefore by no means unworthy the attention and study of men of genius and erudition."—*Dr Samuel Johnson.*



LONDON:
FRED. PITMAN, PHONETIC DEPOT, 20 PATERNOSTER ROW.

BATH:
ISAAC PITMAN, PHONETIC INSTITUTE.

1884.

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PHONOGRAPHIC REPORTER.

ADVICE TO THE STUDENT.

1. Before entering upon the study and practice of the abbreviated system of Phonetic Shorthand developed in this treatise, the reader should become perfectly familiar with the preparatory Style contained in the *Manual of Phonography*, and should be able to write at least 50 words per minute, or at half the pace of a slow public speaker, without any other abbreviations than those there furnished. This speed may be attained, by persons of ordinary capacity, and manual dexterity, in about three months, by practising an hour daily. To write at the rate necessary to report an address, deliberately uttered, will, of course, require a longer period of time, and unremitting attention. The "coveted art" is far too valuable to be very easily gained. When it is considered that the majority of public speakers articulate two or three words every second, it must be at once evident that the hand must be well trained, and the mind well tutored, before the pen can be made to keep pace with the tongue.

2. The average rate of public speaking is 120 words per minute. Some very deliberate speakers do not go beyond 80 or 90 words per minute in their slow and measured modes of address; while others articulate 180, or more. There are very few, however slow may be their usual rate of utterance, who do not *occasionally* speak at the rate of 140 or 150 words per minute, and no Phonographer should consider himself equal to reporting, with certainty, even a moderate speaker, until he can write at this rate.

3. As to the length of time required to attain this speed, much, very much, will, of course, depend on the natural talent of the writer, and the amount of time he is willing to bestow daily on the task. With the ordinary systems of shorthand, a writer is scarcely com-

sidered proficient till he has had from five to ten years' practice; and many gladly pay a high premium, to serve an apprenticeship of several years, in order to qualify themselves for the profession of shorthand writers. With the Phonetic system, as here developed, much less time is required to accomplish this. The average amount of time necessary to qualify a tolerably expert writer to follow a speaker at the rate of 120 or 130 words per minute, (including the time spent in learning the First Style,) is about twelve months, by practising an hour per day; or six months, with two hours' daily practice. Some have attained this speed in less time, while others require nearly double this amount of practice. It will generally be found an easy and pleasant task to increase the rate of speed from 120 to 140 or 150 words per minute; but to go beyond this, much labor will be required. Two years' constant practice should enable the Phonographer to write 170 or 180 words per minute; but many persons, we believe, could never attain this speed.

4. The whole secret of reporting may be said to consist in two words,—Practice and the use of Phraseography. The student must himself give the first requisite, and we have here furnished the most efficient help for the second which our own experience, and that of many phonographic reporters can supply. Of these two essentials the greater is PRACTICE, by dint of which alone, in the First Style of Phonography, a person may write 100 words per minute. As the great Grecian orator, when applied to for information as to the most important requisite in elocution, said, “pronunciation,” (meaning thereby not merely the correct utterance of single words, but also attention to emphasis, tone, inflections, pauses, etc.,) and when asked what was the next essential, replied, “pronunciation,” and still gave the same answer to the query as to the third essential in the art;—so we may say of “that much-coveted art by which the orator's eloquence is caught in its impassioned torrent, and fixed upon paper, as a picture of his rich and glowing mind,” the first, the second, and the last essential is, *practice*, PRACTICE, PRACTICE.

5. There may be, however, a practice that will hinder the Phonographer, instead of forwarding him: we allude to a careless formation of the letters, which will render his manuscript illegible. The young reporter should never let his desire to write *swiftly* exceed his

determination to write *correctly*. The same rule holds in shorthand as in longhand: he that first learns to write well, will, in the course of time, write both well and quickly; whereas he that at the commencement aims at *swiftness*, regardless of *truth of form*, will never write *well*; and though he may write *quickly*, he will never read what he has written with any degree of rapidity and certainty; yet if he cannot do this, he might almost as well not write at all.

METHOD OF PRACTICE.

6. To those who desire to attain the requisite speed in writing to enable them to follow a speaker, we cannot recommend a better mode of practice than the following. When the writer has become familiar with the First Style, as mentioned above, he should read over carefully the following pages, then write out the List of the principal Grammalogues in the Reporting Style, and endeavor to impress as many as he can upon his memory. The position of the grammalogues being, for the most part, determined by their vowels, (see "Manual of Phonography," par. 136,) little difficulty will be experienced in mastering the List. It is not necessary that he should write out the other Lists of words and phrases before he commences his practice, but they should all be copied at as early a period as may be convenient. A good method of doing this is to get a few leaves of ruled paper, small 8vo, and write out the several contractions and phrases, one on each line, at the left-hand side of the page. Each phrase and contraction should then be copied over and over again, first in pencil, and then in ink, if economy is an object. By persevering in this way they will become indelibly fixed in the mind, and facility in writing them will be speedily attained. The Exercises at the end of the book should be copied several times, till they can be written at the rate of 120 or 150 words per minute.

7. The best practice to commence with is to write from another person's reading. An hour's practice in this manner is more beneficial than several hours' copying from a book. The reader can read as slowly as the writer requires, and, if a useful book be chosen, the practice may be made beneficial to both parties. Speeches, lectures, parliamentary debates, and the like, form excellent practice for

the beginner, and accustom him to the kind of phraseology he may expect when actually engaged in reporting. Where there are not frequent opportunities for reporting from the speaker's voice, a reader for private practice is almost indispensable. It is sometimes difficult to find a friend for this purpose, but an intelligent lad can generally be obtained, who for a trifling compensation will gladly read for an hour or two daily.

8. After the Phonographer can write at the rate of 50 words per minute, mere copying from a book is worth little or nothing as reporting practice. Every opportunity of taking notes of sermons and lectures should be embraced. At the outset the writer will, of course, be unable to keep up with the speaker; many, indeed, in their first attempts, despair of ever being able to accomplish the task. A few trials, however, will render the labor less irksome, and materially increase the speed of the writer. The object, at first, should not be to write as rapidly as possible, but only to take down so much of what is said as can be readily deciphered afterwards. The writer should be cautioned against a method of practice adopted by some,—that of leaving off in the middle of a sentence while reporting, and commencing another with the speaker. His object should be to secure as many complete phrases and sentences as possible. If necessary, these may be curtailed, in order to enable the writer to keep up with the speaker, and to preserve the drift of his discourse. Where only detached words and sentences are written, nothing can afterwards be made of the report, but if care be taken to put down as much as possible of the sense of the speaker, the mind will be called into more active exercise, and the art of *Verbatim* Reporting will be more speedily attained. If there are no other opportunities for practice, the Phonographer may sometimes write down the conversation of those around him, or, at least, as much as he can catch; this, however, is the most difficult of all kinds of reporting, as the conversational style is excessively rapid, (though it may not appear so,) and the writer is often puzzled by several persons speaking at the same time. In reporting speeches, the writer should accustom himself to be several words behind the speaker. With rapid speakers he will often be necessarily behind, and, if he has not accustomed himself to be so in his usual reporting, he will find some difficulty in recovering

lost ground. A practised writer should be able, when necessary, to write twelve or fifteen words behind the speaker.

9. It should always be remembered that facility in reading is as essential as rapidity in writing; the latter, indeed, is worth nothing without the former. Every report should be read after being taken, and all the errors carefully marked, so that they may be avoided in future; if necessary, the words may be more fully vocalized, so as to render the report easily decipherable at any distance of time.

10. In order to impress the reporting grammalogues and distinguished words, etc., on the mind, the reader may form sentences including as many of them as he can, and write them down until he becomes thoroughly familiar with them. The following may serve as examples:—"In spite of all *opposition*, he now retains *permanent possession* of his *prominent*, and indeed *pre-eminent position*. *God* is *good*. I shall *prosecute* you, but not *persecute* you. I *cannot account* for it. I chose that *particular opportunity* for my purpose. You will immediately notice an *important improvement* in them." Two exercises of this description are given on page 64, and the student is recommended to provide himself with "Reporting Exercises," 6d., as a companion to the present volume.

11. The phonographic reporter will derive considerable assistance from an extensive and judicious use of Phraseography. A selection of the most common phrases that occur in correspondence and in reporting will be found in the following pages. This branch of reporting practice is more fully carried out in the "Phonographic Phrase Book," which is recommended to the reader's attention as soon as he has mastered the principles of the art as here explained. From the Preface to the "Phrase Book," we quote the following remarks on the advantage which a judicious employment of phraseography secures:—"Phraseography may be regarded as an *ars in arte*, (an art within an art,) and it requires some special attention and practice before it can be judiciously used. It is chiefly useful in reporting, where the least saving of time in writing is often of the greatest importance; it need not, however, be confined to this branch of Phonography; but may frequently be used in the Corresponding Style; for with very little practice on the part of the reader, the phraseographic combinations are found to be quite as legible as the

ordinary Phonography. Indeed we think that when combinations are well chosen, and correctly written, the words are more easily read than when written separately. There is something characteristic about a phraseogram, which usually distinguishes it from single words, and the very compactness of its form enables the eye to decipher it in less time than would be required to take in several separate words, which occupy more space. In the one case the eye rests upon a single outline, and in the other it has perhaps to travel over half a line before it can see the whole phrase. The phraseogram will most probably be written more carefully than the separate words, as it required less time. More space is saved by phraseography than would be imagined; and if the characters employed are carefully formed, they are as easily read as they are compact and brief." Ask any experienced phonographer whether he would rather read the following sentence:—



thus, or grouped in a few compact phraseographic forms, thus:—



In this as in many other instances which might be given, a marked benefit accrues both to the reader and the writer from the use of the phraseographic outlines.

WRITING MATERIALS.

12. The most suitable materials to write with are good steel or gold pens, and ruled paper. Some phonographers use double-line paper, and think that it trains the hand to accuracy in the size, and correctness in the position of the characters. Single-line paper however, is used by most efficient phonographers, and in our opinion is equally serviceable and more economical. A pencil should be occasionally employed, so that the writer may be able to use it when a pen fails, or a good one cannot be obtained. A good pencil should

be the constant companion of the reporter. Pencil writing, however, is not quite so legible as writing in ink; and if it has to be transcribed by night, as is often the case with professional reporters, the eyes are liable to be injured by the strain required in deciphering the notes. If gold pens are used, we can recommend none so strongly as those manufactured by Mordan and Co. They are more expensive than others, but they are also more durable and flowing.

13. When writing on the knee, the most convenient inkstand is an excise bottle; and a good mode of holding it is to sling it round the first finger of the left hand by means of a piece of tape fastened to the neck of the ink-bottle. The left hand may then be used to turn over the leaves of the reporting book without any risk of the bottle's falling. The tests of a good excise ink-bottle are these:—1st, That when filled with ink up to the bottom of the tube, the ink will not escape when the bottle is inverted. 2nd, That when dipping rapidly the lower part of the pen-holder does not get daubed with ink. To possess these properties the tube of the bottle should be wide at the top and gradually taper to the bottom, and the space between the bottom of the tube and the bottom of the bottle should be $\frac{3}{4}$ of an inch; that depth of ink will yield a good but not overcharged dip. The ink will not run out if the space below the tube be equal to that above it, and the space around the tube be equidistant from the sides of the bottle. A bottle that is without fault is a reporting treasure indeed, for there is not one bottle in a thousand that is perfect in every respect. The bottom of the bottle should be ground, that it may stand firm when placed upright.

14. The excise ink-bottle is not suitable when writing on a table; for the writer would have too far to dip. For table or desk reporting, the cubical form of pocket ink-stand, to close with a spring, is the best. The common inkstands of this kind have a spring stopper in the lid which, from the spring getting clogged with ink, soon becomes worthless. The best spring ink-stand is that made by Perry; the spring is *under* the bottle containing the ink, and the stopper is a piece of solid vulcanized india rubber fastened to the lid and fitting the orifice of the bottle when closed. The best writing inks are manufactured by Morrell, Walkden, Stephens, and Tarland.

15. A person may write as steadily on the knee as on a table, by

placing a $\frac{3}{8}$ inch mahogany board about sixteen inches long and five inches broad, under his reporting book. This portable writing desk, as it may be called, gives much support to the middle of the arm, and enables the reporter to write better and faster than on the knee alone.

16. Beginners are apt to lose much time in turning over the leaves of their reporting books. The following plan, (which was recommended by Mr. Reed in the *Reporter's Magazine* for Dec., 1847,) is perhaps the best that can be adopted when a reporting book is used:—While writing on the upper half of the leaf introduce the second finger of the left hand between it and the next leaf, keeping the leaf on which you are writing steady by the first finger and thumb. While writing on the lower part of the page, shift the leaf by degrees, till it is about half way up the book: when it is convenient, lift up the thumb, and the leaf will turn over almost by itself. This is the best plan for writing on a desk or table. When writing on the knee, the first finger should be introduced instead of the second, and the leaf be shifted up only about two inches. The finger should be introduced at the first pause the speaker makes, or at any other convenient opportunity that presents itself. Many reporters prefer a reporting book that opens as this printed book does. In this case there is less difficulty in turning over the leaves with the left hand. Whichever form of book be used, the writer should confine himself to *one side* of the book till it is filled in this way, and then turn it over, begin at the end, and write in the same manner on the blank pages.

QUALIFICATIONS FOR A REPORTER.

17. The following admirable little essay, describing the qualifications of a reporter, was written many years ago by Mr Thomas Allen Reed, who was then, and is still, considered the first reporter of the day. It originally appeared in Mr Reed's shorthand monthly the *Phonographic Reporter* for February and March, 1854, and has lately been revised and republished in "The Reporter's Guide," in which Mr Reed has given, in an admirably clear style, all the information that a phonographer requires to qualify him for a professional re-

porter. It embodies the results of Mr Reed's varied experience in the profession for a quarter of a century. We have pleasure in acknowledging our obligations to the writer for permission to copy the article. The advice which it gives to those young phonographers who aspire to things too high for them will never be unnecessary.

It has often been observed that if a man fails in every other business or profession, he buys a pair of spectacles and a birch, and turns schoolmaster; and that to such a man, with little or no education himself, and with no training for his task, parents are found willing to commit the care of their children during the most important period of their lives. Not to the same extent, perhaps, but somewhat after the same fashion, many a young man who finds himself out of employment invests a few shillings in the purchase of a system of shorthand, and commences its study in the confident expectation of being able in a few weeks or months to earn a livelihood by reporting. I once heard of a young grocer who, being suddenly seized with a desire to quit the counter at which he had served for some years, and turn newspaper reporter, bought a popular stenographic manual, and expressed his intention of "persecuting" the system till his object was attained. He "persecuted" it indeed with great assiduity, but I believe he has never been heard of in the reporting world. I have been applied to by mechanics in fustian jackets, footmen arrayed in plush, and clerks out at elbow, for aid and counsel in the matter of a similar change of occupation, and have almost invariably recommended the applicants to "rest and be thankful" in their familiar employment rather than run the risk of inglorious failure in an untried sphere of labor. It would be absurd to say that a footman or a mechanic could never become a good reporter; but the chances are obviously against them.

Properly to fulfil the duties of a reporter requires good natural abilities, and, to say the least, a tolerably good education. Persons not possessed of these advantages, would, as a rule, be ill prepared to meet the exigencies of a reporter's life. They might possibly obtain occasional employment in some subordinate department of reporting work, but they would, in all probability, earn less by it than at their own special calling. I do not wish to be understood as disparaging the practice of the art of reporting by young men of all classes. In the course of the following pages I hope to be able to demonstrate the advantages of this practice in the way of mental development. But there is a great difference between amateur and professional reporting. The former may be made a pleasing pursuit, and will be found useful to all who practise it with moderate care and industry; the latter can never be followed by an uneducated person without discredit to himself and his employers; for even if, by means of considerable practice, he should acquire a fair amount of stenographic power, he will always be liable to blunders of the most absurd character in the transcription of his notes for the press.

The want of education may often, to a great extent, be supplied by unusually good natural abilities, which, under favorable circumstances, will overcome almost any obstacle, but where these are wanting, the chances of success are slender indeed. Imagine a dull, uninformed person taking his seat at a reporter's table, to take notes of a scientific lecture, rapidly delivered, and abounding in difficult words. I have known persons of average attainments fail in such a task, not because of their inability to follow the speaker pretty closely, but from the difficulty of making an accurate, intelligible transcript, which should be fit for the press. How then will our

not very bright friend succeed? Or suppose him to report an historical address, full of proper names, of which he knows as much as his note-book; these names are a serious stumbling block, and in the effort to give them stenographic expression, he probably misses considerable portions of the sentences in which they occur, and thus loses the advantage of the context. Hence if he ventures upon a transcript of his notes, it will probably be utterly unfit for publication. It is true that a well-informed reporter will at times be at a loss in such matters; but he will have sense enough to omit what is doubtful or obscure, or will know the books to which to refer to rectify errors or supply omissions. Not so the other; unaware of the extent of his own ignorance, totally unconscious of his mistakes, he will blunder through his notes, and present his readers with a mass of unconnected sentences completely bewildering to an ordinary intellect—a caricature rather than a faithful representation of the speaker's words. Especially will this be the case if the speaker is careless in his style, if his sentences are involved and intricate, or if his utterance is not very distinct. Add to all this a subject involving a variety of technical details; what kind of report can a dull, uneducated person be expected to supply under circumstances so disadvantageous? And if unable to give a full report, what shall be said of a condensation? The unfortunate scribe has not thoroughly understood half of what he has heard; how then shall he present an intelligible *resumé* of it to his readers?

I have said enough to show that good natural abilities and a tolerably good education are essential qualifications for a reporter. Without these he will have great difficulty in at once seizing the salient points of an address, and will run the risk, if called upon for a condensed report, of retaining unimportant, and omitting important parts; especially if, as will often be the case, the transcript has to be made in haste. A long speech or lecture is reported at night; the paper perhaps goes to press in a few hours, and a report of a couple of columns is required. There is barely time to perform the mechanical operation of writing so much; no time therefore must be lost in poring over the notes and thinking of the various points to be preserved; the thought must keep pace with the pen. Do not think of leaning back in your chair, shutting your eyes, and composing yourself for deliberation as to what you are to write and what to omit. The familiar imp is at your elbow, and reminds you that "the printers are waiting for copy." But your notes are indistinct; you could not hear well; you have a bad head-ache, the subject was a difficult one. Unfortunate reporter! The press is imperious; the public takes no note of these things; take up your pen again, you must not stop even to think, for "the printers are waiting for copy."

It is of course impossible to state the precise amount of education needed by a newspaper reporter; but it is not difficult to indicate the subjects on which he should possess a moderate amount of information. I have seen it gravely stated that nothing less than a university education is required to fit the reporter for the varied duties of his calling. If this were the case, very few reporters could lay claim to competency. Not one in twenty, even among those employed on first-class journals, has had the benefit of a university training; and comparatively few can boast of a good classical education. It is needless to say that these advantages cannot fail to secure to their possessor a greater measure of success than he could hope to attain without them; but it is quite a mistake to suppose that they are indispensable to the reporter. I have known excellent classical scholars who have made very indifferent reporters; and could point to many of the most expert and intelligent members of the craft who never construed a line of Virgil, and could not go through a tense of *τύπτω* to save their lives.

A knowledge of Latin cannot be otherwise than serviceable to the reporter. In almost every kind of public oratory Latin quotations now and then occur, and the ability to write them down as uttered, or so much of them as will

afford the means of reference to the source whence they have been taken, will always be a valuable acquisition. The best informed reporter may now and then find himself compelled to seek the assistance of the speaker as to some unfamiliar quotation, or some technical expression; but to be obliged to ask his aid in the matter of a common-place quotation or phrase which the merest smattering of Latin would suffice to render intelligible,—this is a position in which no intelligent reporter with any amount of self respect would willingly place himself. Still less will he venture on transcribing the words from his notes, however accurately he may appear to have caught them, if he does not know their meaning or is not perfectly assured as to their orthography. It is true that a brother reporter is sometimes at hand who can give the requisite assistance, and there is commonly sufficient *esprit de corps* amongst the members of the fraternity to lead them to lend a helping hand in case of need; but even such aid is not always available, and the result is that the uninformed reporter is compelled to omit a quotation which he would have gladly preserved, or he may be betrayed into some such perversion of the words as an American scribe is said to have perpetrated when a member of Congress said, "*Amicus Plato, Amicus Socrates, sed major veritas*," and which, to the speaker's utter bewilderment, was rendered in a newspaper on the following day, "I may cuss Plato, I may cuss Socrates, said Major Veritas!" If, however, Latin has not been acquired in youth it is almost hopeless to expect that any great proficiency in the language will be attained at a later period in life. But every reporter, if he does not delay the effort till business or family cares and responsibilities engross the time not occupied in his professional labors, may and ought to acquire at least the elements of the language, and to familiarize himself with the Latin quotations which are constantly met with in both reading and speaking. This will involve no great labor, and it will well repay whatever mental exertion it may cost.

The most useful modern language is unquestionably French, and I strongly recommend its acquisition to everyone who desires to qualify himself for the duties of a reporter. I do not mean that he should necessarily aim at speaking and writing the language, but he should at least be able to read it with tolerable ease. Now and then he may find himself face to face with a French speaker, who has asked and obtained permission to address the assembly in his own language; and it will be no little satisfaction to him to be able to give a report, if only a short summary, of such a speech, instead of dismissing it with the bald announcement that "M. Prevost then addressed the meeting in French."

With regard to Greek, I think every reporter should at any rate learn the alphabet, and a few of the common roots that enter so largely into the composition of scientific terms. These can be acquired with but little labor, and the knowledge will assuredly prove serviceable.

One of the most important branches of knowledge which the reporter can cultivate is history. Many allusions are made in speeches to historical events and personages, which would greatly embarrass a reporter ignorant of them. Every reporter should of course be familiar with the history of his own country, and not altogether unacquainted with that of foreign countries, ancient and modern. He should also know the names at least of the principal authors in the various departments of science and literature; and whatever information he may be able to acquire on the subjects of which they treat cannot fail to be serviceable to him in his profession. A reporter should seek to be somewhat informed on a large number of subjects, even at the risk of his knowledge being but superficial, rather than pursue only two or three studies. It is impossible, unless he be an Admirable Crichton, that his knowledge should be at once deep and varied; and for professional purposes he will find even a smattering of many subjects far more useful than a profound acquaintance with a few.

Especially should a reporter be cognizant of the important events passing

around him, in his own and other countries. To this end he should be a diligent reader of the newspapers. In these days of telegraphs and special correspondents, he need be at no loss in regard to current history. Allusions to passing events, both at home and abroad, are so frequent in public addresses of all kinds, especially in those of a political character, that a reporter would be continually at fault who should not be familiar with them. Besides, as a contemporary historian himself, as the reporter has rightly been called, it would be positively shameful if he suffered himself to be ignorant of the history of the world beyond his own immediate locality.

A little legal knowledge is indispensable to most reporters. This, however, they can hardly fail to acquire in the course of their professional practice. They are frequently required to attend law courts; and in order to be able to furnish accurate and intelligible reports, it is necessary that they should understand somewhat of the forms of legal proceedings, and the principal technical terms employed in connection with them.

Not the least important qualification for a reporter is a good physical constitution. The profession of a reporter is in many respects a laborious one, and it should never be adopted by persons who are unable to bear a considerable amount of bodily fatigue. A reporter has sometimes to take full notes of a meeting or a trial for six or seven hours or more, without intermission. This is not only a trying exercise of the mental faculties, but it is a severe task for the bodily powers, to which no man would be equal who did not possess the *mens sana in corpore sano*. In busy seasons many reporters work fourteen or fifteen hours a day, and if this is continued for weeks together, with occasional sitting up through the night, even a robust constitution will have to summon all its power of endurance to its aid.

The ability to write shorthand must of course be reckoned among the qualifications of a reporter: this, however, is so important that I propose to devote a separate chapter to its consideration.

Facility of composition, it is obvious, is a necessity to the reporter who hopes to excel in his profession. Not only is it required in the remodeling and condensation of speeches, but in the descriptive accounts which the reporter is often called upon to give of noteworthy events occurring in his locality. One day he is required to describe the opening of a public building, the next to give an account of a boat race. Now he attends an agricultural show, then a volunteer review. Look at the columns of his paper headed "Local Intelligence," and observe the titles of the various paragraphs which he has had to pen during the week in addition to his ordinary reporting: "Violent snow-storm," "Railway accident," "Concert at the Assembly Rooms," "Horticultural show," "A drunken frolic," "Exhibition of pictures," and the like. It requires an amount of skill and experience little suspected without the walls of a newspaper office to collect information on such a variety of subjects, and to present it to the public in an intelligible form.

I must not omit to mention among the requisite qualifications for a reporter, a clear and legible style of longhand writing. This is of greater importance than is generally imagined. Very many reporters write an ugly and illegible scrawl, and it is very true that a continual, rapid transcription from shorthand notes has a tendency to render the writing slovenly and careless in style; but this tendency should be resisted. Compositors are said to be able to read anything, but that is no reason why their powers should be always kept on the stretch. Printers expect to be paid, and often are paid, more for printing from bad "copy" than from clear; and hence, if for no other reason, everyone engaged in a literary way should seek to acquire a legible style of writing. Of this we are quite sure, that a reporter who writes a neat and legible hand, will, *ceteris paribus*, have a much better chance of procuring an engagement than one who cannot furnish so good a specimen of longhand caligraphy.

REPORTING.

18. The origin and process of Parliamentary Reporting, and the qualifications of those by whom the task is performed, are thus briefly described in the *Parliamentary Companion*:—"A century ago there was no publication which could properly be said to contain a satisfactory account of Parliamentary proceedings; and even within the recollection of many persons now alive the debates were but very imperfectly reported. From the commencement of the American war, however, till the year 1814, a *gradual* improvement took place in the publication of debates, until at length the art of the reporter, and the business of the publisher, were prosecuted with a degree of success the effects of which will continue to exist as long as freedom and civilization exist in England. When the close of the war in 1815 diminished at once the supply and the importance of foreign intelligence; when the public attention became directed with almost exclusive anxiety to domestic affairs, the publication of Parliamentary debates appeared to become an object of national importance, and in the course of a few years assumed its present detailed and accurate character. It is contrary to the standing orders of both Houses that any strangers should be present, and an individual member can demand that the order be enforced; the publication, therefore, of debates is held to be theoretically a breach of privilege; but in modern times, if any member were repeatedly to insist upon the exclusion of 'strangers,' (as all are called who are neither members nor officers of the House,) there can be no doubt that this abuse of the privilege must lead to such a modification of the standing order as would deprive individual members of any control over matters so interesting to the nation, whose representatives and servants they are, from whose pleasure their Parliamentary existence and authority are derived, and by whom that authority would doubtless be speedily withdrawn, were any attempt made to carry on the business of the public without publicity. Secret deliberations have been so long renounced, that the right of the public to be present through their agents, the reporters, is as clearly established now as if no theoretical privacy had ever existed.

19. "Every publication not copying from, or abridging any other, but giving original reports, keeps one of a series of reporters con-

stantly in the gallery of the Lords, and another in the Commons. These, like sentinels, are, at stated periods, relieved by their colleagues, when they take advantage of the interval to transcribe their notes in order to be ready again to resume the duty of note-taking, and afterwards that of transcription for the press. A succession of reporters from each establishment is thus maintained, and the process of writing from their notes is never interrupted until an account of the whole debates of the evening has been committed to the hands of the printer. There are only seven publications for which a reporter is constantly in attendance; and these include the London morning papers, from which all others that give debates are under the necessity of copying or abridging them. The number of reporters maintained by each varies from ten or eleven to seventeen or eighteen. They are, for the most part, gentlemen of liberal education: many have graduated at the Universities of Oxford, Cambridge, Edinburgh, Glasgow and Dublin, and they must all possess a competent knowledge of the multifarious subjects which come under the consideration of Parliament. The expedition and ability with which their duties are performed, must be admitted by everyone who attends a debate, and afterwards reads a newspaper, while the correctness and ability with which their manuscript is put in type and printed, has long been a subject of surprise and admiration." Of the sixteen reporters employed by the *Times*, eight are phonographers.

20. In the debate on the Income Tax, 1 March, 1845, Mr SHEIL strengthened his argument against the injustice of taxing, at the same rate, precarious incomes derived from professions, and fixed incomes derived from property, by the following graceful tribute to the abilities of the reporters to the House of Commons:—"What can be more unjust than to impose the same tax upon a man whose income is derived from his intellectual toil—which may be called the sweat of his mind—and upon the man whose income is as stable as the earth on which we tread? Can there be a greater injustice than to tax, in the same proportion, the First Lord of the Treasury and the gentlemen who report his speech on the Income Tax in the gallery of this House? There are men in that gallery, of liberal education, and with minds embellished with every literary adornment, who, by great labor, by a great wear and tear of body and mind, acquire an

income which falls within the range of the tax, although it is far from being commensurate with the ability or the usefulness of a class to which some of the first men in England have belonged.”

21. Among the many points of superiority which Phonetic shorthand possesses over all other systems, may be mentioned the following, which all stenographers and especially reporters, will at once appreciate. The first is the great concentration of consonant power in the simplest mathematical forms. This is effected by the use of double, treble, and quadruple consonants, as in the words *point*, *strand*, *plains*, *consideration*, and a thousand others, where from three to five consonants are definitely expressed by a single stroke, with the addition of a hook, a circle, or both. A second advantage is the variety of outline which the use of compound letters, and the varied forms of some of the single letters, give to different words containing the same consonants. In most systems of shorthand, all words that contain the same consonants, are written alike; and the context, aided perhaps by the memory, is alone left to decide which word is intended. In many cases, it is true, this is a sufficient guide; but it is also true that in many instances it entirely fails. In such words as *persecute* and *prosecute*, *purpose* and *propose*, *sermon* and *ceremony*, *centre* and *century*, *Persia* and *Prussia*, *Candy* and *Canada*, *pattern* and *patron*, *passionate* and *patient*, *pretty* and *upright*, *press*, *pierce* and *peruse*, *oppression* and *operation*, *tenor* and *tenure*, etc., which nearly all shorthand writers write alike, the context is frequently no guide to the meaning. In Phonography, however, such is the variety of forms with which the same clusters of consonants may be written, that there is rarely any difficulty in providing different outlines for such words as those here mentioned, so that they may be distinguished at once without the insertion of their vowels. Thus, though no other system has provided for the insertion of vowels, where they may be needed, so fully and definitely as Phonography, yet no other system is so independent of this aid. The reader is requested to refer to the List of Similar Words with different outlines, given in a subsequent part of this volume, for an exemplification of the advantage of Phonography in this particular. The peculiar structure, too, of the Phonetic system, admits of whole phrases being expressed by a few simple strokes, without lifting the pen from the paper. In

no other system has this plan of joining words together, or Phraseography, been so fully carried out as in Phonography; and few things render more assistance to the writer, when following a rapid speaker. See the "List of Phraseograms," where such phrases as *there could not have been, I have been told, it is quite certain that you should,* etc., are written with as many inflections of the pen as there are words contained in them, and frequently with less.

22. The great labor of transcribing reports will, in the course of a few years, be, to a considerable extent, obviated by the adoption of Phonography, which is so legible that compositors who know the system can set up from it with as much ease as from longhand copy. We have known several instances where a verbatim report of a sermon, taken in Phonography and not revised afterwards, has been read by another person who was not present at the delivery. In 1845 the writer of the present work took down a speech delivered by the late R. COBDEN, Esq., at Bath, which was set up from his reporting copy by the compositors in the office of the *Bath Journal*. The following notice of the fact appeared in that paper for the 18th of December, 1845, simultaneously with the report of the meeting, and was immediately transferred to the columns of the *Times*, the *Morning Chronicle*, and many provincial papers:—

23. "In connection with the report of the excellent addresses delivered at the great demonstration on Thursday, of the opinions of a very large majority of the citizens of Bath, which will be found in our columns this week, we would call the attention of our readers to a fact indicative of Reform in other matters as well as in the Corn Laws. By the kindness of Mr. Isaac Pitman of this city, whose systems of writing and printing by sound have made such astonishing progress in all parts of the kingdom, we are enabled to give a nearly VERBATIM report of the excellent speech of R. Cobden, esq., which our compositors have set up from Mr. Pitman's Phonographic notes, there being no necessity for their transcription. With all other systems of shorthand writing, not only was there never known such a thing as a reporter passing over to the compositor his notes of a speech an hour and a quarter in delivery, but he is often unable to decipher them himself. All that was necessary in this case, Mr Pitman has assured us, was to give the speech one reading the next

morning, and fill in a few vowels. We are convinced that we shall in a few years, by this invaluable system, save all that immense amount of toil which our present reporters have to undergo in deciphering and transcribing their notes for the press."

24. At a phonetic meeting held in the Town Hall, Manchester, 14th July, 1868, Mr Henry Pitman exhibited two printers' proofs of speeches set up from phonographic notes. He said he had torn a few leaves from his note-book containing Mr Bright's speech at Liverpool, and the contents had been set up by Mr William Barnes of Manchester and Mr Samuel Hall of Derby with remarkable accuracy. He believed that the necessities of the newspaper press would ere long compel the introduction of Phonography into the printing offices of this country. "I am able," observes Mr Reed, "to speak from experience, of the saving of time and labor effected by this practice. For the sake of an experiment, I once took some leaves from my reporting book into a printing office where there were several phonographic compositors. A part of a speech was at once set up from them, and on reading the proof afterwards I met with no more errors than are commonly to be found in printing from longhand manuscript. The notes were not vocalized after they were taken, but were handed over to the printers in their original state."

25. A reporter could not always hand over his notes to the compositor, to be printed, even if the latter were perfectly acquainted with the shorthand characters. In cases where a mere abstract of the speeches delivered is needed, or where nearly every sentence has to be remodeled before it is fit to appear in print, a transcription will necessarily be required, but much time would be saved if such transcription were made in bold writing, with a quill pen, in ordinary Phonography.

26. By the phrase "Verbatim Reporting," used in the title of this work, is meant the writing of the respective shorthand alphabetic signs for every word the speaker utters, and not merely the writing of the principal words in a sentence, and trusting to the memory to supply the rest in deciphering the broken notes. In practice we make one trifling exception,—if exception it can be called—to this definition, by *intimating* instead of *writing* the connective phrase "of the," as directed in the "Manual," par. 175.

PARLIAMENTARY VOCABULARY.

27. Dod's "Parliamentary Companion" is indispensable to the professional reporter. For the benefit of embryo and amateur reporters who do not possess the work, we quote from it the following list of some of the technical terms employed in Parliamentary reporting.

Adjournment.—Adjournment, as the term imports, is a postponement of the sitting or proceedings of either House of Parliament from one time, to another time specified for the re-assemblage.

Amendment.—A motion being made and seconded, the terms are handed in writing to the Chairman, who reads them aloud, and objections may then be taken.

Bill.—A bill is the draft or skeleton of a statute. Any bill which the Lords originate may be introduced and laid on the table by any individual peer without the previous permission of the House; but in the Commons a motion for leave to bring in the bill must be previously agreed to. Permission having been granted, three or four members are appointed to prepare the bill. It is then brought in and read a first time, without amendment or debate, and a day appointed for the second reading, previously to which it is printed and a copy furnished to every member.

Bills (Private).—These are chiefly introduced to enable associations of private individuals to undertake works of public utility at their own risk, and, in a degree, for their own benefit; but there are other private bills, as those of naturalization, change of name, or for perfecting titles to estates, etc.

Budget.—The Chancellor of the Exchequer makes one general statement every year to the House of Commons, which is intended to present a comprehensive view of the financial condition of the country. Sometimes there are preliminary, or supplemental, or occasional speeches; but the great general statement of the year has, for a long time past, been quaintly called the *Budget*, from the French *bugette*, (Italian *bolgia*, from the Latin *bursa*, whence *bourse*, purse,) putting, by a common figure of speech, the container for the thing contained.

Cabinet.—The higher and more immediate functions of the executive power—in popular acceptance, the government of the state, is exercised by the Cabinet, a select body in whom, for the time being, the whole royal authority is vested. Its members all belong to the Privy Council, but do not include a tithe of that body. It is composed of the more eminent portion of the Administration, but it does not constitute more than a fourth part of those whom a change of ministry deprives of office, the persons included in that council being rarely less than ten, or more than fifteen.

Chiltern Hundreds.—An acceptance of the "Chiltern Hundreds," is a form which has now no other meaning than that the Member accepting resigns his seat.

Clerk of the House of Commons.—"The Clerk of the Commons House of Parliament" is appointed by the Crown by letters patent, and, when necessary, can appoint a deputy. The appointment of the other clerks in the service of the House is vested in him.

Committees.—Are, first, those of the whole House, which may be to consider of certain Resolutions, as to the nature of which considerable latitude prevails; or the House resolves itself into such Committee to consider the details of a bill, the principle of which may be discussed at any or all of its other stages; or there may be Committees for financial purposes, as those of "Supply," or "Ways and Means." Secondly, there are Select Committees chosen by ballot or otherwise for some specific purpose—the numbers composing such bodies seldom exceed twenty or thirty members; occasionally these are declared Committees of Secrecy. Thirdly, Committees on private Bills.

Crown.—The prerogatives and functions of the Crown may be summed up under the following heads:—To give or refuse to bills the "Royal Assent;" to cause the due administration and execution of the laws: to act on behalf of the whole community in its intercourse with foreign States, and as part of that right, to declare war or conclude peace; to direct the naval and military force of the country; to administer the public revenue; to prorogue or dissolve Parliament; to create peers; and to coin money.

Executive.—The following comprise the principal departments of the executive government:—The Treasury, the Admiralty, the War Office, the Ordnance, the Home Office, the India Office, the Colonial Office, the Board of Trade, the Foreign Office, the Board of Works and Public Buildings, the Mint, the Office of the Privy Seal, the Office of the Duchy of Lancaster, and the Irish Office. Those offices which are principally or exclusively occupied with the collection of the public revenue are the Customs, the Excise, the Stamps, the Post Office, the Office of Assessed Taxes, the Crown Lands, etc. The public functionaries to whom the conduct in chief of these several departments is entrusted, together with the great officers of the royal household, constitute what is termed the Ministry or Administration. The chief officers of the Customs, Excise, Stamps, and Taxes, are exceptions; they do not go out of office on changes of the Administration.

Parliament.—The two Houses convened by royal authority, and acting jointly with the Crown, constitute the Legislature or Parliament; and its acts are called indifferently "Statutes" or "Acts of Parliament:" they have the full force and effect of law. The power of Parliament is held to be transcendent, and subject to no limitation whatever. An Act of Parliament binds every subject, and even the Sovereign, when specially named therein; and no authority less than that of Parliament can dispense with or abrogate a statute.

Privileges of Parliament.—The privileges of the Members of Parliament are freedom of speech and person, including freedom from legal arrests and seizures under process from the courts of law or equity; this, however, does not extend to indictable offences, to actual contempt of the courts of justice, or to proceedings in bankruptcy. Members of Parliament are exempt from serving the office of sheriff, from obeying subpoenas, and serving on juries. Every member can introduce one person every day, to the strangers' gallery. "Privilege of Parliament" continues to Peers at all times, and to Commons for a "convenient" time after prorogation and dissolution.



Session.—The term session, applied to the sittings of any public assembly, would be generally understood to signify the period during which they sat without any intermission or recess; but in Parliamentary language it has a more extensive signification. Unless Parliament be prorogued, the session is not closed. The House of Commons takes care to limit to one year the duration of certain Acts of Parliament, such as the Mutiny Act, all statutes authorising the levy of taxes, etc., without which the government of the country could not be carried on, and the Crown, therefore, is compelled to resort to an annual assemblage of Parliament, which usually takes place in the beginning of February, though special circumstances may sometimes lead to the appointment of an earlier period. Fourteen days at least, but generally thirty or forty days previous to the intended meeting, a proclamation is issued by the Crown, commanding the attendance of the Lords and Commons, usually at Westminster; but it may be at any place within the United Kingdom. The Houses being assembled, the royal speech is delivered, and the session commences.









Speaker of the House of Commons (Duties of.)—This great officer must have been anciently the organ or spokesman of the House of Commons, although in modern times he is only occupied in presiding over their deliberations. Among the duties of the Speaker are the following:—to read to the Sovereign petitions or addresses from the Commons, and to deliver, in the Royal presence, whether at the Palace or in the House of Lords, such speeches as are usually made on behalf of the Commons; to manage in the name of the House, where counsel, witnesses, or prisoners, are at the bar; to reprimand persons who have incurred the displeasure of the House; to issue warrants of committal or release for breaches of privilege; to exercise vigilance in reference to private bills, especially with a view to protect property in general, or the rights of individuals, from undue encroachment or injury; to express the thanks or approbation of the Commons to distinguished personages; to control and regulate subordinate officers; to adjourn the House, and to appoint tellers on divisions. The Speaker must abstain from debating, unless in Committees of the whole House.








Speaker of the House of Lords.—The Lord Chancellor is the keeper of the great seal, and by virtue of that office becomes Speaker of the House of Lords.





GENERAL RULES FOR WRITING.



28. In locating words with respect to the line the writer should study convenience in preference to adhering strictly to the rule of vowel-position. If the reporter should commence such words as have *outlines of their own*, (no other words being written by the same consonant skeleton form,) for instance, such words as *derive*, *dogmatic*, *Trafalgar*, etc., in the first position, and *discipline*, *newspaper*, *Peterborough*, etc., in the third position, in accordance with their accented vowels, the inconvenience in writing would not be counterbalanced by greater ease in reading. It is only in words of one or two strokes, whose outlines are liable to interfere with each other, that we need take advantage of the rule of vowel-position; and this is rarely the case in words containing three or more stroke-consonants. In the case of outlines containing only one or two consonants, which are used for several words,—as *lie*, *lay*, *loo*; *par*, *pare*, *power*; *pile*, *pail*, *pool*,—the three positions should be used.




















































29. In words having a vowel before and after a single consonant, both should be written if possible; if only one can be written, the accented one will afford the best clue to the word; thus,  *obey*:  in the third position (with the vowel joined) is enough for *idea*.


30. In words containing two or more consonants and vowels, the initial or final vowel, whether accented or not, usually affords the greatest facility in reading; as,  *atom*,  *attack*,  *remollient*,  *pillow*. This rule does not apply to outlines in which the method of writing the first or last consonant INDICATES a preceding or following vowel; as  *erect*,  *esculent*,  *argued*,  *folly*.

31. It will be found expedient to adhere somewhat closely to the rule for halving the letters, (*Manual*, par. 90,) adding *t* only to the thin consonants when shortened, and *d* to the thick ones. *Bright*, *plied*, should, therefore, be written thus;  *bright*,  *plied*. Exceptions are, of course, allowed in the past tense of verbs ending in *t*; as  *darted*. The past tense of a verb that is expressed by a logogram, or by a contracted outline, may usually be written in the same way as the present tense; thus, the phonograph  *br*, may represent both *remember* and *remembered*,  *represent* and *represented*. The *d* may be added separately, or the word may be written in full, in any such case, for greater clearness; thus,  or 

glorified. Logograms which represent the *whole* of the consonants in a word, should be shortened for the past tense; as,  *apply*,  *applied*,  *caution*,  *cautioned*.

32. The dot for the prefixes *con*, *com*, and the adverbial termination *ly*, may sometimes be omitted without danger of illegibility. It will be found more convenient to join the *l* for *ly*, whenever it forms an easy angle with the preceding letter, as in the words  *utterly*,  *idly*. In the following and a few other words the dot for the prefixes *con* and *com* may generally be omitted with safety.

Combine 	confidence 	consonant 
combined 	conjecture 	consonantal 
combination 	conscience 	constant 
commandment 	conscientious 	constancy 
communicate 	conscientiousness 	contain 
company 	consciousness 	contained 
comparative 	consequence 	contains 
comparatively 	consequent 	contemplate 
complete 	conservative 	contemplation 
compliment 	consider 	continual 
conceive 	considered 	continue 
concern-ing 	considerable 	contracted 
concerned 	consideration 	contrariety 
concert 	consist 	contrary 
conclude 	consistence 	convenience 
conclusion 	consistency 	convenient 
condensation 	consistent 	conversation 

33. As a general rule for contractions, when a word extends to more than three strokes, (or even two, if the outline is not used for a common word, *and the rapidity of the speaker requires it*,) the latter part of the word, (and sometimes the commencement, or a medial consonant,) may be omitted; thus, in writing the names of the months, the reporter may, as in longhand, contract *January* to  *February*

to \ etc. In reporting lectures or speeches on special topics, wherein a term or phrase may be expected to occur frequently, the reporter will find it advisable to prepare contractions for the occasion, (or extemporise them when reporting,) on the principle of those given in pp. 36-38 and 58-63. Generally, the plural termination *ments* may be written *mts*.

















34. The vowel, or *con* dot, marked in italic in the first of each pair of the following words (and a few others which the reporter will meet with in his practice), should always be written, in order that the first word may not be read for the second, which may be left unvocalized:—

abstract-ion, obstruct-ion
 achromatic, chromatic
 acorn, corn
 adamant, diamond
 adapt, adopt
 address, dress
 administration, demonstration
 advance, defence
 adventures (*dv ntrs*), defenders
 advocate, defect
 afore, fore
 alim^{nt} 1, element 2. (The vowel of the first word should be inserted, notwithstanding the difference of position, marked by the figures.)

anomaly, animal
 annual, only
 antechristian, antichristian
 anterior, interior
 apathetic, pathetic
 appurtenant, pertinent
 apologue 1, epilogue 2
 apportion, portion
 apposite, opposite
 apposition, opposition
 appraise, praise
 approbation, probation
 approximate, proximate
 Armenian, Arminian
 army, arm
 attempt, tempt
 avocation, vocation
 clannish, clownish
 competence, pittance
 competition, petition
 composition 3, position 3
 comprehend, apprehend

concession, session
 concord, accord
 concordance, accordance
 condescend, descend
 congregation, aggregation
 contemporary, temporary
 continuity, tenuity
 devotion, division
 eighteen, ten (figures are safer)
 else, less (In *phr.* write *else*
 effect, fact [down, *less* up.)
 endued (join *ū*), endowed
 exorcise, exercise
 expiate, except
 extricate, extract
 exultation, exaltation
 failings, feelings,
 farrier, farrier
 immigration, emigration
 incautious, noxious
 inefficacious, infectious
 innovation, invasion
 lady, lad
 liar, lawyer
 loss, laws
 lost, last
 Maria, Mary
 monarchy, monarch
 monkey, monk
 note, nature (gram. *nt*)
 obsolete, absolute
 pocket, packet
 snow, sun
 sulphite, sulphate, etc.
 vesture, visitor
 voluble, valuable, available
 voracity, veracity

35. Positive and negative words that begin with *il*, *im*, *in*, *ir*, should be distinguished by doubling the first consonant; but words in *ir* are written according to the rule of the upward and downward *r*; thus:

legal		illegal		mortal		immortal	
legible		illegible		noxious		innnoxious	
mortal		immortal		rational		irrational	
moral		immoral		resolute		irresolute	


Write both the downward and upward *r* in the negative when the downward letter does not produce a good joining.

36. In phrases, unimportant words, such as *the*, *of*, *or*, etc., may be omitted when their expression is inconvenient; thus, *on (the) other hand*, *for (the) sake (of)*, *in (the) way*, *two (or) three*. See *more or less*, and other examples, in the *Phrase Book*.

SIGNIFICANT MARKS.

37. When the reporter is uncertain whether he has written the proper word, not having heard it distinctly, he should strike a circle round the word, or place a cross under it. If a word has been lost to the ear a caret should be made under the line to denote the omission. If part of a sentence should be thus lost, the same mark may be made, and a space left proportioned to the number of words omitted.

38. The letters *nh* (not heard), in longhand, may mean that, to the extent of a sentence or more, the speaker was not audible to the reporter.


39. An inclined oval, thus  (nought or nothing), may indicate that the reporter has failed to secure a correct report of the sentence.




40. The letters *ks* (continued speaking), in longhand, may be used to signify that at this juncture the reporter ceased to take notes.

41. The mark **X** in the left-hand margin means *error* on the part of the speaker, on which it *may* be necessary to comment when transcribing.












42. A perpendicular mark in the left-hand margin may be used to point out an important sentence or paragraph, such as the heads, or the principal points, of a speech, lecture, or address. When the mark is

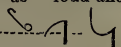
intended to apply to only one line of writing, the perpendicular stroke should be waved. This reference mark is useful when a verbatim report is taken, and only a condensed report will be required.

43. Two strokes thus  mark the end of a speech, or the conclusion of each head in sermons. A quotation from Scripture, etc., known to the reporter, need not be written at length. The commencing and concluding words, with a long dash between, will be sufficient.

















44. When reporting the examination of witnesses, a small space should be left between the question and the answer; and the phonograph for *ch*, written twice the usual length thus,  may divide the answer from the succeeding question. Some reporters write the question at the left-hand edge of the page, and keep the answer within a margin. This plan is very convenient for reference. Let the name of each witness form a fresh heading, and be written in longhand, the distinctive character of which increases the facility of reference to the notes. The name of the examiner placed under that of the witness may be written in Phonography. If the judge or other person interferes and asks a question, the name of the interrupting party should precede the question. If he asks several questions, his name need not be repeated after the first; but care must be taken to insert the name of the original examiner when he resumes his interrogations. When a document is put in, write "document" between parentheses, thus () When a document is put in and read, write ()

45. A long slanting stroke, as in the last paragraph, may be employed to denote the repetition of certain words, instead of writing them every time they occur, such as the well-known "whatsoever things are" in *Philippians* 4. 8, which are repeated six times. After the words have been written once, underscore them, and write a long stroke every time they occur.

46. SIGNS OF APPROBATION, DISSENT, &c.—The following words, interjected by the audience, or descriptive of their feelings, should be enclosed between parentheses of a large size.  hear,  hear, hear,  no,  no, no,  sensation,  applause,  chair,  cheers,  laughter,  uproar,  hisses. In describing the *kind* of applause, laughter, etc., the

adjective should be written *last* when reporting. Thus, what the reporter, when writing out his notes, would describe as "loud and continued applause" should, to save time, be written  in reporting, for he will not know that the applause is continued till it has lasted for some time.

REPRESENTATION OF FIGURES.

47. Figures should generally be represented by the ordinary Arabic numerals. Although in some instances they are not quite so brief as the words phonetically written, they are somewhat more legible, and their distinctive character renders them conspicuous amidst the general writing,—a great advantage when notes have often to be referred to. When, however, several noughts occur, the number represented by them should be expressed in Phonography, thus: 30 , 44 ; rather than 30,000, 44,000,000. "Thousand pounds" should be expressed by words, thus: 150  = £150,000; 1,500  = £1,500,000. This saves the writing of the three noughts at the end, and the £ at the beginning. In rapid reporting the following shorthand letters, written close to the figures, will be found useful:  *hundred*,  *thousand*,  *million*,  *hundred thousand*,  *hundred million*,  *billion*; as, 3  3,000, 5  500,000, 1  100,000,000, 3  3,000,000, 7  700,000,000, 1  1,000,000,000.


48. In reporting sermons, indicate the Book or Epistle, Chapter, and Verse, in quotations from the Scriptures, thus:—Place the figure for the Book or Epistle in the first position, for the Chapter in the second position, and for the Verse in the third position. By this method the book, chapter, and verse may be written in any order by means of the figures only, and without danger of ambiguity.


TRANSCRIPTION OF REPORTS.

49. LONGHAND ABBREVIATIONS.—Phonographic reporters look forward to the arrival of that happy period when, by the general diffusion of Phonography, compositors will be able to set up from shorthand copy. In the mean time the great labor of transcribing re-

ports may, to some extent, be shortened by a judicious use of long-hand abbreviations. Nearly all the contractions given in the following list are known in almost every printing office, and their use will save much time in longhand writing, without impairing the legibility of the "copy." In writing out reports frequently for the same compositors, abbreviations may be more freely used, and the reporter may slightly increase the number of contractions on the model here given. He is recommended to be somewhat sparing in their use, for it is an impediment to speed to keep up two habits of writing the same word in the same character. In all cases the *commencement* of the word abbreviated should be the same as in ordinary writing. The letters that follow the omitted part of a word should be written a little elevated.

<i>bⁿ</i> , been	<i>m^{ts}</i> , meeting	<i>w</i> , with
<i>Chⁿ</i> , Chairman	<i>m^t</i> , might	<i>w^t</i> , without
<i>Com^e</i> , Committee	<i>m^g</i> , morning	<i>w^d</i> , would
<i>c^d</i> , could	<i>o</i> , of	<i>y^r</i> , your
<i>df^t</i> , defendant	<i>pl^t</i> , plaintiff	<i>g</i> raised, termina-
<i>ev^g</i> , evening	<i>pr</i> , prisoner	tion <i>ing</i>
<i>f</i> , for	<i>rⁿ</i> , resolution	<i>n</i> raised, termina-
<i>f^m</i> , from	<i>sh</i> , shall	tion <i>ation, ition, etc.</i>
<i>gr^t</i> , great	<i>sh^d</i> , should	<i>b^y</i> , terminat. <i>bility</i>
<i>h</i> , have	<i>t</i> , that	<i>m^t</i> , „ <i>ment</i>
<i>hon</i> , honorable	<i>/</i> , the	<i>t^{ce}</i> „ <i>tance</i>
<i>how^r</i> , however	<i>wh</i> , which	<i>g^r</i> , and

50. An angle, thus , larger than a phonographic *dg*, may be used, when revising a report for transcription by another person, to signify the commencement of a paragraph. The compositor may be directed *not* to make a paragraph, when there is one in the copy, by writing "go on" in the vacant space of the concluding line of the paragraph.

51. Words that are to be printed in italic must be underscored with a single line; for small capitals two lines are drawn underneath, and for large capitals three lines. In revising longhand "copy" for the press, to show that the initial letter of a word that is written with a small initial letter is to be printed with an initial capital, draw two lines under it, thus . If a whole word is to be printed in italic capitals draw a single line underneath, and write "caps" at the commencement. A manifold writer, or a copying press, may be used when two or three copies of the same report are required.



























SECRET OF RAPID LONGHAND WRITING.

52. A reporter should be able to write out a verbatim transcript of his notes at the rate of thirty words per minute in longhand; some persons can write forty. The secret of writing longhand rapidly and legibly is to move the whole hand, and not the fingers only, with each stroke of the pen. Nearly all persons use the little finger as a fixed prop, and in forming the letters move only the first two fingers and thumb; when the fingers will stretch no further the hand is shifted over a space of from half an inch to an inch, three or four letters are written, and the hand is again moved. The hand thus makes a series of jumps, and, unless slowly executed, the writing generally shows great irregularity in the distance and inclination of the letters. To write rapidly, and at the same time well, the arm, hand, and fingers should move simultaneously. The middle of the forearm should rest lightly on the table or desk, and the hand, resting lightly on the end of the outside edge of the little finger, should glide over the surface of the paper as each letter is formed. The wrist must not touch either the paper or the desk. The pen should not be lifted until each word is finished, and the writer should seek to acquire such a command of hand that he could, if needful, write a whole line of words (except the dotting of *i, j,*) without taking the pen off the paper.

WORDS ENDING IN *L* AND *R*.

53. The following tables, containing all the words (except proper names, and words commencing with the *com* and *con* dots) written with two-stroke outlines, the second stroke being either *l* or *r*, will be useful in reading unvocalized reports. The words printed in italic (called outline words) may be left unvocalized. In all others, the vowel of a monosyllable, or the final vowel of a dissyllable, should be inserted, if time permit; if not, the sense or the tables will assist in discovering the word. The downward *l* may be employed to distinguish those words, in the first column, that are enclosed in '[]'. They are dissyllables ending in *l*, and the downward *l* affords a better opportunity of vocalizing them, in accordance with paragraph 147 *Manual of Phonography*. In reporting, such words will be known by their outlines, without vocalization.

WORDS ENDING WITH *L*.

- Pl*,  1. *happily*, appall, pall, pile
 2. *pale*, pail, pole, poll, opal
 3. *appeal*, peal, peel, pill, pillow, pool, pull, pule, pulley
 (Write *haply* with the upward *h*, to distinguish it from *happily*.)
- Bl*,  1. *ball*, bawl, belie, bile, boil, bye-law
 2. *below*, bail, bale, bell, below, belly, bowl
 3. *bill*, billow, [bowel(s)], bull-y
- Tl*,  1. *at law*, *tall*, tallow, tally, tile, toil
 2. *it will*, 'twill, tail, tale, toll
 3. *tool*, outlaw, outlay, [towel]
- Dl*,  1. *dally*, [dial], doll, idol, idle (join  in both), oddly
 2. *daily*, dahlia, dale, delay, dell, dole, dull
 3. *duly*, deal, ideally, dooly, [dowel, dual, duel, ideal (join the )]
- Chl*,  1. *much will*
 2. *which will*
 3. *each will*, chill, chilly
- Jl*,  1. *July*, jolly, agile
 2. *jail*, jelly, jowl
 3. gill, [jewel]
- Kl*,  1. *callow*, caul, chyle, coal, cole, cull, kail, kali [coil]
 3. *cool*, keel, key-hole, kill, coolie, cowl
- Gl*,  1. *guile*, gall, galley
 2. *gaily*, gala, gale, goal, gull, gully. 3. *gill*, gillie
- Fl*,  1. *fall*, file, foil, phial, 2. *fail*, fell, foal [awful]
 3. *full*, feel, fill, fool, foal, fuel
- Ff*,  1. *follow*, folly, fallow
 2. fellow, folio. 3. *fully*, filly,
- Vl*,  1. *vile*, viol. 2. *avail*, vale, 3. *vowel*, avowal, veal [veil]
- Vl*,  1. *value*, valley, viola, 2. vale (Lat.) 3. villa [volley]
- Ml*,  1. *my lord*, mall, mallow, mile, moil, maul [mole, mull]
 2. *mail*, male, *melée*, mellow, 3. meal, mealy, mawl, mill, mule
- Nl*,  1. annual, annually
 2. *only*, annul, inlay, knell, nail, null, knoll. 3. anneal, inly, kneel, newly, nil, nilly
- Ll*,  1. *loyal*, *loyally*, loll
 2. *lowly*, lull. 3. lily
- Rl*,  1. *royal*. 2. *rail*, roll
 3. *rule*, *real*, reel, rill, rowel
- Rl*,  1. *rely*, rally, royally.
 2. railway, relay. 3. *hourly*, really
- Rl*,  2. *early*, *earl*, aerial, airily, oral, orally. 3. *yearly*
- Wl*,  1. wall. 2. *will*, *well*, wai
- Wl*,  1. wallow, wily [3. wool-ly
 2. waylay. 3. willow
- Whl*  1. *while*. 2. whale. 3. wheel
- Whl*,  1. *awhile*
- Hl*,  1. *hall*, haul
- Hl*,  1. hallow, hallo, hollow, holly. 2. halo. 3. halloo
- Hl*, 2. *whole*, *hole*, hell, hail, hale, hull. 3. *heal*, *heel*, hill-y, how'

WORDS ENDING WITH R.

Pr, \ 1. *happier*, par, pyre
 2. *pair*, pare, pear, payer, pore, pour
 3. *appear*, poor, power, peer,
 pier

Pr, ✓ 1. parry, opera
 2. perry, apiary. 3. pure (to
 keep it distinct from *poor*)

Br, \ 1. *by your*, bar, buyer
 2. *bare*, bear, boar, bore, burr
 3. beer, bier, boor, bower

Br, ✓ 1. *by our*, barrow, borrow
 2. berry, bewray, borough, bu-
 reau, burrow, bury 3. bowery

Tr, \ 1. *at your*, attire, tar, tire
 2. tare, tear (to rend), tore
 3. tear (from the eye), tier,
 tour, tower, outer [2. tory

Tr, ✓ 1. *at our*, tarry, tyro.

Dr, \ 1. dire, dyer [dower
 2. adore, dare, door. 3. deer, doer

Dr, ✓ 1. *diary*. 2. *dairy*, dory
 3. diarrhoea, dowry

Chr, < 1. char (to burn)
 2. *which were*, char (*ger*, to
 work), chore

Chr, / 2. *which are*, chary, cherry

Jr, < 1. a-jar, gyre. 2. adjure,
 conjure. 3. giaour (*jour*), jeer

Jr, / 3. jury

Kr, \ 1. car. 2. core, corps (*kør*),
 cur. 3. cower, cure

Kr, / 1. carry. 2. curry

Gr, \ 2. goer, gore

3. gear

Gr, / 1. augury. 2. gory

Fr, \ 1. *far*, afar, fire
 2. *affair*, fair, afore, fare, fir,
 fore, four, fur. 3. *fear*, fewer

Fr, ✓ 1. *fiery*, farrow, foray
 2. fairy, ferry, furrow. 3. *fury*

Vr, \ 3 a-vower, veer, viewer

Vr, ✓ 1. ivory 2. aviary, vary
 3. avowry

Shr, < 1. *shire*
 2. *share*, ashore, shore, shower
 (one who shows). 3. shear,
 sheer, shower (of rain), assure

Shr, / 2. sherry. 3. showery

Mr, \ 1 mar, mire
 2. mare, mayor, mower, myrrh
 3. amour, immure, moor

Mr, ✓ 1. marrow, marry,
 miry, morrow

2. emery, merry

Nr, \ 1. *in your*, nigher, an-
 noyer, noir

2. ne'er. 3. inure, newer

Nr, ✓ narrow

Lr, \ 1. lawyer, liar, lier, lyre
 2. allayer, lair, layer, lore, lower

3. al-lure, leer, lower (threaten)

Lr, / 1. Lyra. 2. lory

Rr, / 2. rare, roar. 3. rear

Rr, \ 2. error. 3. arrear

Rr, ✓ 1. orrery. 2. Aurora

Hr, \ 1. hire. 2. her, hair,
 hare, hoar. 3. hear, here

Hr, / 1. harrow. 2. hurry,
 hoary. 3. hero, houri

CONSONANTS.

1 happy, 2 up, pay, 3 put	— 1 can, 2 come
2 possession, 3 position	— 1 act, 2 could
1 pass, 2 pays, 3 peace, piece	→ 1 coin
1 happen, 2 upon, open	→ 1 cause, because, 2 case
1 happened, point, 2-opened,	→ 1 cannot, kind, 2 account
1 apply, 2 play [pound	← 1 call; ← 1 called
2 pray, 3 principle, principal	← 1 Christian, Christianity, 2 care
1 particular, 2 opportunity	← 1 according to
1 approve, 3 proof, prove	← 2 equal-ly
1 by, 2 be, 3 to be	← 1 quite
2 base, 3 abuse	↪ 2 queen
2 above	↪ 2 acquaint
1 combine, 2 been, 3 boon	— 1 go, ago, 2 give-n
2 able, 3 belief, believe-d	— 1 God, 2 good
2 able to, build-ing	→ 1 gone, 2 again, gain
1 liberty, 2 member, remem- ber-ed, 3 number-ed	← 2 glory, glorify-ied
1 broad, 2 bread, bred	← 1 glad, 2 gold
1 at, 2 it, 3 out	← 2 great
1 at his, 2 it is, its, 3 itself	1 off, half, 2 if, 3 few
1 at all, 2 tell, 3 till	1 after
2 told, till it	2 father, 3 if there
1 try, 2 truth, 3 true	1 often, 2 Phonography
1 tried, 2 toward	1 find, 2 fund, found
1 had, die, 2 do, day, 3 differ- ent, difference	1 offer, 2 for
2 advantage, 3 difficult	3 for their, for there
2 done, 3 down	2 from, 3 free
1 had not, do not, 2 did not	3 further, from their
1 Dr, draw, 2 dear, 3 during	2 have, 3 view
1 much, 2 which, 3 each	2 heaven, 3 even
2 which is, 3 choose	1 over, 2 ever-y
2 which have, 3 chief	2 very, 3 however
1 child	1 thank, 2 think, 3 youth
2 chair, 3 cheer	1 thought
1 large, joy, 2 age	1 author
1 joys, 2 ages, 3 religious	2 throw, 3 three, through
1 join, 2 general-ly, 3 religion	2 third
1 gentleman, joined, 2 gentle- men	1 though, thy, 2 them, they,
1 larger	1 that, 2 without [3 thee, thou
2 generation	1 those, thyself, 2 this, 3 thus,
	2 themselves, this is [these
	1 thou, thine, 2 then, 3 within
	1 either, 2 other
	2 there, their, they are

- ° 1 as, has, 2 is, his
) 1 saw, 2 so, us, 3 see, use (*noun*)
 — 1 Scripture; — 2 secret
 — 1 signify-ied
 ° 2 first;) 1 sat, sight, 2 set, sit
 P 2 as it, has it, 3 city, is it (*is on*)
 P 1 strong, 2 strength [the line]
 / 2 such
 O 1 as is (his, or has), has his
 2 is as (or his), his is
 \ 2 special-ly, 3 speak
 ^ 2 spirit
 \ 2 has (as) to be, 3 is to be
 e 2 several, 3 conceive
 e 1 as not, has not, sent, 2 is not
 e 2 send, sound
 e 2 some; e 2 somewhat
 e 2 soul, 3 seal

-) 2 was, 3 whose, use (*verb*),
) 2 eased, used [ease, easy]
 / 2 shall, shalt, show, 3 she, wish
 / 2 shown; / 3 sure; / 1 short
 / 2 usual; / 2 pleasure

- 1 me, my, 2 him, may
 ^ 1 might, met, 2 meet-ing
 ^ 1 mad, 2 made, mood
 — 1 matter, 2 mother
 — 1 myself, 2 himself, Miss
 — 1 most, 2 must
 — 1 important-ance, 2 improve,
 improved, improvement
 — 1 impossible, 2 improvements
 — 1 man, mine, 2 men, mean
 — 1 mind, 2 may not, amount
 — 1 more, 2 Mr, mere

- 1 in, any, 2 no, know, own
 — 1 not, night, 2 nature
 — 1 hand, 2 under, end [enter]
 — 1 neither, in their, 2 another,
 — 1 information, 2 nation
 — 1 influence, in his, 2 knows
 — 2 opinion, none, known
 — 1 nor, honor, 2 near

- 1 language, owing, 2 thing,
 young

- / 1 law, 2 Lord, 3 allow
 / 1 light, 2 let
 / 2 latter, letter
 / 1 laws, 2 less, 3 allows
 / 1 line, 2 loan, 3 lean

- 2 are, 3 our, hour
 \ 1 or, 2 your, 3 year; \ 1 art
 \ 2 order, or their
 \ 1 yard, 2 word
 / 1 rise, 2 rose, 3 ours, hours
 / 2 yours, 3 years
 \ 1 arch, 2 urge

- / 2 we, way, away
 / 2 weight, wait
 / 1 wine, 2 one, 3 win
 / 1 wines, 2 one's, 3 wins
 / 1 want, 2 went, won't
 / 2 will (*verb*), well, 3 will (*noun*)

- / 1 why, 2 whether, 3 whither
 / 2 whence; / 1 while

- / 2 ye; / 2 yet; / 2 yes
 / 1 high, 2 he; / 2 holy
 / 2 house

VOWELS.

DOTS. a, an, . the, ah! . aye, eh?

DASHES. of, on, and
 \ all, O, oh! owe, awe, ought
 \ to, | but, / should
 \ two, too, / who

DIPHTHONGS.

I, ay, ^ how, beyond, ^ you,
 c with, c when, ^ what, > would

In Phraseography *on*, and (written upward), *but*, are used only initially; *and*, *an*, or *a*, medial or final, is — or |; *I* may be contracted to \ before *k*, *l*, *m*, *ki* *kr*, *di*, etc.

ALPHABETIC LIST OF REPORTING GRAMMALOGUES.

A or an, ' 1	by, b 1	fund, fnd 2	influence, ns 1
able, bl 2	Call-ed, kl1, kld 1	further, frdr 3	information, nfn1
able to, blt 2	can, k 1	Gain, gn 2	is, s (circle) 2
above, bv 2	cannot, knt 1	general, jn 2	is as, ss (cir.) 2
abuse, bs 3	care, kr 2	generally, jn 2	is his, ss (cir.) 2
according to, krd 1	case, ks 2	generation, jfn 2	is it, st 3
account, knt 2	cause, ks 1	gentlemanjnt1	is not, snt 2
acquaint, kwnt 2	chair, gr 2	gentlemenjnt2	is to be, sb 3
act, kt 1	cheer, gr 3	give, g 2	it, t 2
advantage, dv 2	child, gld 1	given, g 2	it is, ts 2
after, ft 1	chief, qf 3	glad, gld 1	its, ts 2
again, gn 2	choose, cs 3	glory, gl 2	itself, ts 3
age, j 2	Christian(adj.)kr1	glorify, gt 2	Join, jn 1
ages, js 2	Christianity, kr 1	glorified, gl 2	joined, jnd
ago, g 1	city, st 3	go, g 1	joy, j 1
ah! ' 1	coin, kn 1	God, gd 1	joys, js 1
all ' 1	combine, bn 1	gold, gld 2	Kind, knd 1
allow, l 3	come, k 2	gone, gn 1	know, n 2
allows, ls 3	conceive, sv 3	good, gd 2	known, nn 2
amount, mnt 2	could, kd 2	great, grt 2	knows, ns 2
an, ' 1	Day, d 2	Had, d 1	Language, p 1
and ' (up) 1	dear, dr 2	had not, dnt 1	large, j 1
another, ndr 2	did, dd 2	half, f 1	larger, jr 1
any, n 1	did not, dnt 2	hand, nd 1	latter, ltr
apply, pl 1	die, d 1	happen, pn 1	law, l 1
approve, prf 1	difference, d 3	happened, pnd1	laws, ls 1
arch, rg 1	different, d 3	happy, p 1	lean, ln 3
are, r (up) 2	difficult, df 3	has, s (circle) 1	less, ls 2
art, rt (down) 1	do, d 2	has his, ss 1	let, lt 2
as, s (circle) 1	Doctor, dr 1	has it, st 2	letter, ltr 2
as his, ss 1	do not, dnt 1	has not, snt 1	liberty, br 1
as has, ss 1	done, dn 2	has to be, sb 2	light, lt 1
as is, ss 1	down, dn 3	have, v 2	line, ln 1
as it, st 2	draw, dr 1	he, h (down) 2	loan, ln 2
as not, snt 1	during, dr 3	heaven, vn 2	Lord, l 2
as to be, sb 2	Each, g 3	high, h (down) 1	Mad, md 1
at, t 1	ease, z 3	him, m 2	made, md 2
at all, tl 1	eased, zd 2	himself, ms 2	man, mn 1
at his, ts 1	easy, z 3	his, s (circle) 2	matter, mtr 1
author, or 1	eh? ' 2	his is, ss 2	may, m 2
away, w 2	either, dr 1	holy, h (up) 2	may not, mnt 2
awe ' 1	end, nd 2	honor, nr 1	me, m 1
ay(ai, yes), ' 1	enter, ntr 2	hour, r (up) 3	mean, mn 2
aye(e, ever) ' 2	equal-ly, kw 2	hours, rs (up) 3	meet, mt 2
Base, bs 2	even, vn 3	house, hs (up) 2	meeting, mt 2
be, b 2	ever, vr 2	how ' 2	member, br 2
because, ks 1	every, vr 2	however, vr 3	men, mn 2
been, bn 2	Father, frdr 2	I v 1; if, f 2;	mere, mr 2
belief, bl 3	few, f 3	if there, frdr 3	met, mt 1
believe, bl 3	find, fnd 1	important, mp 1	might, mt 1
beyond ' 1	first, st (loop) 2	importance, mp 1	mind, mnd 1
boon, bn 3	for, fr 2	impossible, mps 1	mine, mn 1
bread, brd 2	for their, frdr 3	improve, mp 2	Miss, ms 2
bred, brd 2	for there, frdr 3	improved, mp 2	mood, md 2
broad, brd 1	found, fnd 2	improvement, mp 2	more, mr 1
build, bld 2	free, fr 3	improvements,	most, mst 1
building, bld 2	from, fr 2	in, n 1 [mps 2	mother, mdr 2
but, 2	from, fr 2	in his, ns 1	Mr, mr 2
	from their, frdr 3	in their, ndr 1	











































much, <i>ch</i> 1	possession, <i>ps-fn</i> 2	such, <i>sg</i> 2	use (noun), 2
must, <i>mst</i> 2	pound, <i>pnd</i> 2	sure, <i>fr</i> 3	use (verb), <i>z</i> 3
my, <i>m</i> 1	pray, <i>pr</i> 2	Tell, <i>tl</i> 2	usual, <i>z</i> 2
myself, <i>ms</i> 1	principal, <i>pr</i> 3	than, <i>dn</i> 1	Very, <i>vr</i> 2
Nation, <i>nfn</i> 2	principle, <i>pr</i> 3	thank, <i>θ</i> 1	view, <i>v</i> 3
nature, <i>nt</i> 2	proof, <i>prf</i> 3	that, <i>dt</i> 1	Wait, <i>wt</i> 2
near, <i>nr</i> 2	prove, <i>prv</i> 3	the, 2	want, <i>wnt</i> 1
neither, <i>ndr</i> 1	put, <i>p</i> 3	thee, <i>d</i> 3	was, <i>z</i> 2
night, <i>nt</i> 1	Queen, <i>kwn</i> 2	their, <i>dr</i> 2	way, <i>w</i> 2
no, <i>n</i> 2	quite, <i>kwt</i> 1	them, <i>d</i> 2	we, <i>w</i> 2
none, <i>nn</i> 2	Religion, <i>jn</i> 3	themselves, <i>dss</i> 2	well, <i>wl</i> 2
nor, <i>nr</i> 1	religious, <i>js</i> 3	then, <i>dn</i> 2	went, <i>wnt</i> 2
not, <i>nt</i> 1	remember, <i>br</i> 2	there, <i>dr</i> 2	what, 1
number, <i>br</i> 3	remembered, <i>br</i> 2	these, <i>ds</i> 3	when, <i>c</i> 2
O ' 1	rise, <i>rs</i> -(up) 1	they, <i>d</i> 2	whence, <i>whns</i> 2
of ' 1; off, <i>f</i> 1	rose, <i>rs</i> (up) 2	thine, <i>dn</i> 1	whether, <i>wh</i> 2
offer, <i>fr</i> 1	Sat, <i>st</i> (stroke s, half length) 1	thing, <i>η</i> 2	which, <i>ç</i> 2
often, <i>fn</i> 1	saw, <i>s</i> 1	think, <i>θ</i> 2	which have, <i>çv</i> 2
oh ' 1 on ' 1	Scripture, <i>skr</i> 1	third, <i>trd</i> 2	which is, <i>çs</i> 2
one, <i>wn</i> 2	seal, <i>sl</i> 3	this, <i>ds</i> 2	while, <i>whl</i> 1
one's, <i>wns</i> 2	secret, <i>skrt</i> 2	this is, <i>dss</i> 2	whither, <i>wh</i> 3
open, <i>pn</i> 2	see, <i>s</i> 3	those, <i>ds</i> 1	who, 2
opened, <i>pnt</i> 2	send, <i>snd</i> 2	thou, <i>d</i> 3	whose, <i>z</i> 3
opinion, <i>nn</i> 2	sent, <i>snt</i> 1	though, <i>d</i> 1	why, <i>wh</i> 1
opportunity, <i>pnt</i> 2	several, <i>sv</i> 2	thought, <i>θt</i> 1	will (verb), <i>wl</i> 2
or, <i>r</i> (down) 1	set, <i>st</i> (stroke s, half length) 2	three, <i>fr</i> 3	will (noun), <i>wl</i> 3
order, <i>rdr</i> 2	shall, <i>f</i> 2	through, <i>fr</i> 3	win, <i>wn</i> 3
or their, <i>rdr</i> 2	shalt, <i>f</i> 2	throw, <i>tr</i> 2	wine, <i>wn</i> 1
other, <i>dr</i> 2	she, <i>f</i> 3	thus, <i>ds</i> 3	wines, <i>wns</i> 1
ought, 1	short, <i>frt</i> 1	thy, <i>d</i> 1	wins, <i>wns</i> 3
our, <i>r</i> (up) 3	should, 1 (up) 2	thysel, <i>ds</i> 1	wish, <i>f</i> 3
ours, <i>rs</i> (up) 3	show, <i>f</i> 2	till, <i>tl</i> 3	with, <i>c</i> 1
out, <i>t</i> 3	shown, <i>fn</i> 2	till it, <i>tlit</i> 2	within, <i>thn</i> 3
over, <i>vr</i> 1	sight, <i>st</i> (stroke s, half length) 1	to, 2	without, <i>dt</i> 2
owe, 1	signify, <i>sg</i> 1	to be, <i>b</i> 3	won't, <i>wnt</i> 2
owing, <i>η</i> 1	sit, <i>st</i> (stroke s, half length) 2	told, <i>tl</i> 2	word, <i>rd</i> 2
own, <i>n</i> 2	so, <i>s</i> 2	too, 2	would, 2
Particular <i>pnt</i> 1	some, <i>sm</i> 2	toward, <i>trd</i> 2	Yard, <i>rd</i> 1
pass, <i>ps</i> 1	somewhat, <i>smt</i> 2	tried, <i>trd</i> 1	ye, <i>y</i> 2
pay, <i>p</i> 2	soul, <i>sl</i> 2	true, <i>tr</i> 3	year, <i>r</i> (dn.) 3
pays, <i>ps</i> 2	sound, <i>snd</i> 2	truth, <i>tr</i> 2	years, <i>rs</i> (dn.) 3
peace, <i>ps</i> 3	speak, <i>sp</i> 3	try, <i>tr</i> 1	yes, <i>ys</i> 2
Phonography, <i>fn</i> 2	special, <i>sp</i> 2	two, 2	yet, <i>yt</i> 2
piece, <i>ps</i> 3	spirit, <i>sprt</i> 2	Under, <i>nd</i> 2	you, 2
play, <i>pl</i> 2	strength, <i>str</i> 2	up, <i>p</i> 2	young, <i>η</i> 2
pleasure, <i>zr</i> 2	strong, <i>str</i> 1	upon, <i>pn</i> 2	your, <i>r</i> (dn.) 2
point, <i>pnt</i> 1		urge, <i>rj</i> 2	yours, <i>rs</i> (dn.) 2
position, <i>ps-fn</i> 3		us, <i>s</i> 2	youth, <i>θ</i> 3

54. This list of words may at first sight appear a formidable task to commit to memory. If the young reporter will take it in hand in the following manner, all difficulty will disappear. With the 150 grammalogues in the "Manual" which are included in the above list, he is already acquainted; this list contains only 25 other grammalogues that need be committed to memory; 18 which are contracted, *belief-ve*, *Christian-ity*, *generation*, *glory-ify-ified*, *holy*, *itself*, *larger*, *liberty*, *ought*, *religion*, *religious*, *Scripture*, *signify*, *speak*, *special*, *strength*, *strong*, *whither*; and 7 which are exceptional as to position,

approve, house, met, most, owing, sent, ye. All the other words in the above list, such as *able, bl* in the second position, *chief, cf* in the third position, *thy, &* in the first position, etc., are *single-stroke outlines* that express all the consonants of the word, *placed in position* in accordance with the rules given in the "Manual;" and phrases formed out of grammalogues. Five of the words in the second list, *approve, met, most, owing, and sent*, are placed *out of position* to prevent their clashing with *prove, meet, must, young, send*; and *house, ye*, are written on the line for convenience. Instead of attempting to commit the list to memory, the reader should write out the shorthand sign for each grammalogue, in columns, as above, placing the longhand word after it, and he will find that, except the 25 words already spoken of, and the grammalogues given in the "Manual," (and indeed with respect to most of the latter,) he will only have to write the consonants of each word, and place the shorthand stroke in the first, second, or third position, according to its vowel. Let the above table be written out thus three or four times, and it will be sufficiently known to be used in reporting.

LIST OF CONTRACTED WORDS.

IN ADDITION TO THOSE GIVEN IN THE "MANUAL OF PHONOGRAPHY," PAR. 179
(Words marked (*) are written above the line.)

Administrate 	Aurora borealis 	circumstantial 
administrator 	Bankruptcy 	commercial * 
administratrix 	baptize-d 	constitution-al 
advertise-d-ment 	baptist-sm 	construction 
agriculture-al 	benevolence 	contentment 
anniversary 	benignity 	contingency 
antagonist-ic-ism* 	Cabinet 	controversy-sial 
applicability 	Calvinism 	covenant 
arbitration 	capable 	cross-examine-d 
archbishop 	Captain* 	cross-examination * 
assembly 	celestial 	December 
astonish-ed-ment* 	chapter 	defendant 
at-one-ment 	characteristic * 	deficiency 
	circumstance 	degeneration 
		democracy 

1. In words ending in *-action -ection* etc., omit *k* when the outline thus obtained is a convenient form, and does not interfere with any other outline.

demonstrate	February	inspect-ed-tion
description	financial	institute
develope-d-ment	friendship	insubordinate-tion
dignify ^{ty} -fied	generalization	insufficient-cy
disadvantage	Henceforth	intelligent
disappointment	holiness	intelligence
discharge	Imperfect-ion	intelligible
disinterestedness	impracticable*	intemperance
dissimilar	impregnable	investment
distinguish-ed	imperturbable	irrespective
Ecclesiastic-al	improbable	Isaiah
efficient-cy	incapable	January
entertainment	inconsiderate	Jurisprudence
episcopal-ian	inconsistency	Lieutenant-Col
esquire	indenture*	lieutenancy
evangelical	independent-ce*	Magazine
example*	indescribable	magnet ^{ic} _{ism} *
exchequer	indefatigable	majesty
exchequer bill	indignat ^{ion}	manufacture
executor	indiscriminate	manufacturer
executrix	indispensable	mathematic-s-al
expenditure	individual*	mëchanic-al
expensive	inefficient-ly-cy	melancholy
extemporaneous	inform	Methodism*
extinguish	inscribe*	metropolitan
extraordinary	inscription*	misdemeanor
extravagant	insignificant*	mortgage*
Familiar	insignificance*	

Non-commis- }
sioned officer }
nonconformist }
nonconformity }
November }
Objective }
obscurity }
observation }
omnipotent-ce }
omnipresent-ce }
omniscient-ce }
organize-d }
original }
orthodox-y }
passenger }
Perform^sance }
perpendicular }
perpetual-ly }
perspective }
philanthropy-ic }
plaintiff }
plenipotentiary }
post-office }
prejudice-cial }
preliminary }
prerogative }
Presbyterianism }
preservation }
professional }

proficiency }
proportion-ed }
proportionate }
prospect-ive }
Recognizance }
regeneration }
relinquish }
repugnant-ce }
resignation }
respective }
respectively }
responsible }
resurrection }
revenue }
Savior }
selfish-ness }
sensib^{le}ility }
September }
signification* }
signify-ed }
significant-ce }
singular }
somniaambulism* }
subscribe }
subservient }
substantial }
substitute }

substituted }
sufficien^tcy }
superscribe }
superscription }
superstructure }
suspect }
suspicious }
Tabernacle }
temperance }
testimonial }
thanksgiving }
transcribe }
transcription }
transmission }
transubstantiation }
tribunal }
Unconstitutional }
unexampled }
unexpected-ly }
unfavorable }
uninfluenced* }
uninfluential* }
uninteresting }
uninterrupted }
unquestionable-y }
unsatisfactory }
unsubstantial }
wonderful }

LIST OF SIMILAR WORDS, DISTINGUISHED BY A DIFFERENCE OF OUTLINE.

*When two or three words appear under one outline, they are distinguished by position, marked by figures. Vowels marked in *Italic* should be inserted, even in Reporting.*
















































































- Ppl* 2 papal; 3 people, pupil; papillæ
ptbl 1 compatible; 2 potable; 3 computable; pitiable
ptt 1 patted, potted, appetite; 2 petted; 3 pitted, pitied; potato
ptk optic; poetic
ptns 1 appetite, competence; 3 pittance; 1 aptness;
ptrf petrify; putrefy [2 pettiness; competency
ptrfksn petrification; putrefaction
ptrn patron; pattern
pkr 1 packer; 2 pecker, pucker, poker; 3 picker; epicure
pstr 1 pastor; 2 poster; 1 compositor, 2 pastry; pasture,
psn 1 passion, compassion; 2 potion; 1 option [posture
psnt passionate; patient
psns passions; patience
pn 1 pan, pawn, pine, opine; 2 pen, pain, pun, open; 3 pin;
 1 company, piano; 2 penny, pony; 3 peony, puny
pr 2 opener; 3 oppugner; pioneer; penury
pltn 1 platen; 3 platoon; platina; palatine
pltr 1 platter, plotter; pelter; 1 paltry, 2 poultry
plj pledge; 1 apology, 3 pillage
pljr pledger; plagiarist; pillager
pls 1 palace; 3 police, appeals; policy [sade; 3 pellucid
plst placed; 1 placid; 3 pleased; 1 palsied; 2 palli-
plsmn placeman; policeman [sade
plsn completion; compulsion, compilation







































































- plnt* ∩ 1 plant, pliant; 2 plaint; ∩ planet, plenty; ∩ opulent
prps ∩ 1 porpoise; 2 purpose; ∩ perhaps, propose
prprt ∩ appropriate; ∩ property; ∩ propriety;
 ∩ purport
prprsn ∩ appropriation; ∩ preparation
prt ∩ pretty; ∩ 1 part, apart; 2 port, upright; ∩ 1 party,
prtk ∩ partake; ∩ 1 operative; 2 portico [3 purity
prtv ∩ comparative; ∩ operative
prtnd ∩ pretend; ∩ portend
prtns ∩ pretence; ∩ prettiness; ∩ pertness, uprightness
prtr ∩ aperture; ∩ portray; ∩ operator; ∩ porter;
 ∩ parterre
prd ∩ prude; ∩ paired; ∩ 1 parody; 2 parade; 3 period
prdkfn ∩ predication; ∩ 2 production; 3 prediction
prc ∩ 2 approach; 3 preach; ∩ 1 parch; 2 perch, porch
prfkfn ∩ perfection; ∩ provocation
prfr ∩ proffer; ∩ prefer; ∩ porphyry, periphery
prvs ∩ previous; ∩ prophecy; ∩ pervious
prs ∩ 1 price; 2 praise; ∩ pierce; ∩ peruse; ∩ 1 piracy;
prsptv ∩ preceptive; ∩ perceptive [2 pursue
prspr ∩ prosper; ∩ perspire
prst ∩ 2 pressed; 3 priest; ∩ presto; ∩ poorest; ∩ purest;
prskt ∩ prosecute; ∩ persecute [∩ pursuit
prskfn ∩ prosecution; ∩ persecution
prsr ∩ oppressor; ∩ piercer; ∩ peruser; ∩ pursuer
prsmn ∩ pressman; ∩ press-money; ∩ parsimony
prsn ∩ prison; ∩ 1 parson, comparison; 2 person; 3 Parisian
prnt ∩ present ∩ presentee; ∩ personate; ∩ pursuant

- prsl* ∩ parcel, parsley; ∩ parasol, perusal
prf ∩ Prussia; ∩ Persia [∩ portion, apportion, Persian
prfn ∩ oppression, Prussian; ∩ 1 apparition; 2 operation;
vrns ∩ 1 prance, 2 prince; ∩ 3 appearance; ∩ pooriness;
vrns ∩ princes; } princess [∩ 3 pureness
prls ∩ prelacy; ∩ pearls; ∩ 1 paralyze; 2 perilous; ∩
Btf ∩ beautify; ∩ beatify [peerless, powerless
bglr ∩ 1 boggler; 3 bugler; ∩ beguiler
bs ∩ 1 bias; 2 abase; 3 abuse
bst ∩ 1 biased; 2 best, boast; 3 beast; ∩ beset, bestow
bndr ∩ 1 bindery; 2 boundary; ∩ binder
blbr ∩ 1 blabber; 2 blubber; ∩ belabor
blsm ∩ blossom; ∩ balsam
brb ∩ bribe; ∩ barb
brbr ∩ briber; ∩ bribery; ∩ Barbary
brtn ∩ 1 Brighton; 3 Britain; ∩ 1 Britannia; 3 Brittany
brk ∩ 2 break, broke; 3 brick, brook; ∩ bark, barrack
brkr ∩ breaker, broker; ∩ barker
brθ ∩ 1 broth; 2 breath; ∩ birth
brfn ∩ abrasion; ∩ abortion; ∩ aberration
brn ∩ 1 bran; 2 brain; 3 brown; ∩ brawny, briny;
 ∩ 1 born, barren, baron; 2 burn; 3 burin; ∩ barony
brn ∩ 1 brand; 2 brunt; ∩ burnt; ∩ brunette;
 ∩ baronet; ∩ brandy
brl ∩ barley; ∩ barrel, burial; ∩ barely; ∩ barilla
brlns ∩ brilliance; ∩ brilliancy; ∩ burliness
brr ∩ 1 briar; 3 brewer; ∩ 1 briary; 3 brewery;
 ∩ 1 barrier, borrower; 2 bearer, borer
Tkt ∩ 1 tact, attacked, talked; 3 ticket; ∩ etiquette
tst ∩ 1 tossed; 2 test, taste, toast; ∩ 1 tacit; 2 testy, tasty; 3 outset

- tnt* J 1 taunt; 2 tent, tend, attend, tint; 1 to-night; 2 tenet, twenty; 3 tenuity, continuity
tnr L 1 tanner; 2 tenor, container; 3 tuner; L tenure
trtr h 2 traitor; 3 treater; M Tartar; L torture; [terrify
 W territory, Tartary
trf J trough, contrive; L trophy; L 1 tarif; 2 turf; W
trst J 1 contrast; 2 traced, trust; 3 triste; J 1 atrocity; 2 trnsty, trustee; J truest; L tourist; L tarriest
trfn J attrition, contrition; L contortion, tertian; L iteration
trn J train; L attorney; L 1 tarn; 2 torn, turn; 3 Tyrian, tureen; L tea-urn; W tyranny [3 truant; W turnout
trnt J Trent; J Trinity; L torrent, tyrant; L 2 eternity,
Dtr h 1 daughter, auditor; 2 debtor; 3 doubter; L editor;
 L 1 auditory, dietary; 2 deter; 3 detour
dtrmn^a h detriment; L determined
dfns L defence, deafness; L defiance, diaphanous
dfr L 2 defray; 3 differ; L 2 defer; 3 devour; L defier
dvr L divers, adverse; L divêrse, divorce
dstn J destine; L destiny; L destination; L distinction
dskvr L discover; L discovery
dss J disease, disuse (v.); J disuse (n.); J 1 diocess; 3 decease
dsst J diseased; J deceased [3 diminution
dmnfn L 1 admonition; 2 damnation, dimension; domination;
dlns L dalliance; L dullness, idleness (join v)
dltr L adultery; M idolatry; V idolater, adulator, diluter
drns L 1 dryness; 3 dearness; L 1 adorns; 3 durance;
Ert L chart; L chariot; M charity [L direness
Jnt L giant; J agent; Jnts L giants; L.giantess
jntl L genteel, gently, gentle; J Gentile
jns L 1 joins; L 2 Janus 3 genzs,genius; L agency; L Genesis

- Kpr* ↗ 1 copper; 2 caper; 3 keeper; ↘ copier, occupier
ktr ↗ 1 actor, cotter; 2 cutter; 3 accoutre; ↘ 1 actuary
 cautery, 2 coterie; ↘ eatarrh
ktrs ↗ actors, actress; ↘ catress; ↘ cauterise
kf → 1 calf, cough, coif; 2 cuff; ↘ café, coffee
kvlr ↗ 1 caviler; 3 cavalier; ↘ cavalry
ksprfn ↗ expression; ↘ expiration
kstmr ↗ customer; ↘ customary
kskrt ↗ execrate; ↘ excoriate
kskrfn ↗ excursion, execration; ↘ excoriation
knt → 1 cant; 2 count, account; ↘ keynote; ↘ county
knts → 1 cants; 2 counts, accounts; ↘ countess; ↘ counties
kntr ↗ country; ↘ 1 canter; 2 counter
knd → 1 kind; ↗ Candy; ↘ Canada
klps ↗ eclipse; ↘ collapse
kltr ↗ clatter; ↘ culture; ↘ collator; ↘ Caltura
klk → 1 clock; 2 cloak, click; ↘ colic, calico
klm → 1 climb; 2 claim, acclaim; ↘ column, culm
klmt → climate; ↘ calumet; ↘ calamity
klmnt → claimant, clement; ↘ culminate; ↘ calumniate
klm → 1 clan; 2 clean, clown; ↘ colon; ↘ colony
krprl ↗ corporal; ↘ corporeal [↘ charta
krt → 1 accord; 2 court; ↘ 1 cart, carat; 2 accurate, 3 curate;
krtr ↗ carter; ↘ curator; ↘ Creator, crater; ↘ creature
krdns ↗ credence; ↘ accordance [↘ courtier; ↘ criteria
krj ↗ courage; ↘ carriage
krnt → crowned; ↘ 1 cornet; ↘ 2 current; 3 courant;
kwtns ↗ quittance, acquittance; ↘ quietness [↘ coronet
knr ↗ gainer, gunner; ↘ ignore; ↘ gunnery
gltn ↗ 2 glutton; 3 gluten; ↘ gluttony; ↘ guillotine

- grdn*  1 garden; 2 guerdon;  1 guardian, Gordian
grnt  1 grant; 2 ground;  1 granite;  garnet;
Flctr  factor;  factory  guarantee
frd  favored;  favorite
fns  1 fines; 2 feigns;  1 affiance, finis; 2 fence, offence
furl  funereal;  funeral
fln  flown;  fallen;  felon;  felony
flr  1 flier; 2 floor; 3 flower;  flowery;  1 follow-
er; 2 failure;  foolery;  feeler, fuller
frtn  fortune;  frighten;  fourteen
frs  1 offers;  2 phrase; 3 freeze;  1 farce; 2 force;
3 fierce;  furious;  Pharisee
frm  frame;  1 farm, form, conform; 2 firm, confirm,
affirm;  forum
frns  furnace;  freeness;  conference;  fairness
frl  2 frail, furlough; 3 freely, free-will;  farewell,
frwd  forward;  froward  [fairly,  ferula
Vdns  evidence;  voidance, avoidance
vnt  1 vaunt; 2 vent, event, convent;  vignette;  vanity
vlfn  1 violation; 3 volition, evolution;  valuation;
vlnt  voluntary;  volunteer  [ convulsion
vlns  violence, valance;  villanies, villainous;  vileness
vert  convert;  avert;  virtue;  1 variety; 2 verity
Sprt  spirit;  support, suppurate;  separate;  as-
pirate;  asperity  [racy;  asperse
sprs  suppress;  sparse;  spurious;  conspi-
sprfn  separation, suppression;  suppuration;  asper-
sion;  asperation, aspiration
st  2 stay; 3 city;  1 sight, sought, sat; 2 east, set, seat, sit, suit

- stbl*  stable;  suitable
std  2 stead, staid; 3 steed, stood;  steady, study;  seated, suited
stfn  station;  situation;  citation
stm  stem, steam;  1 asthma; 2 esteem
stn  1 satin; 2 Satan; 3 seton;  stone, stain
stlns  2 staleness; 3 stillness;  subtleness;  sightliness
str  stray;  1 star; 2 stare, store;  story;  satire;
 oyster, Easter;  austere, astir;  astray, Austria,
sea-water;  history, estuary
strn  strain;  stern;  Saturn;  eastern;  Austrian
sds  seeds, seduce;  Sadducee;  acids;  assiduous
sdrtr  considerate;  considered
est  assist;  consist;  essayist;  society, siesta
smtr  1 smatter; 2 scy meter;  2 cemetery; 3 symmetry
snt  1 sent (to distinguish it from the present tense *send*); 2 saint
 1 sanity; 2 senate;  assent, ascent, ascend
sntr  centre, senator;  sentry;  century [signees
sns  1 signs, 2 sense;  assigns;  1 science; 2 essence; 3 as-
snr  sinner  scenery;  2 snare; 3 sneer;  assigner
sltr  psalter, slaughter;  solitary, salutary;  sultry
srv  serve, conserve, surf, seraph;  survey
srnn  2 sermon, 3 cerumen;  ceremony
Erdl  shrewdly;  assuredly
Mpsht(d)  impassioned;  impatient
msn  emotion, motion, mission, emission;  machine
msnr  missionary;  machinery
mn  1 man; 2 men, mean;  1 many; 2 money
mnr mentor; mounter; monitor; monetary
mnrtr 1 monster; 2 minister; ministry; monastery
mrdr murder; marauder
mrdrs murders; murderous; murderess

Ndkshn ∩ indication; ∩ induction, indiction

ndfnt ∩ indefinite; ∩ undefined

ndls ∩ endless; ∩ needless

njns ∩ ingenious; ∩ ingenuous

nvd(t)bl ∩ unavoidable; ∩ inevitable

nst ∩ 1 honest; 2 next (*abbr.*), nest; ∩ nasty

Lbrt ∩ laboured (*adj.*); ∩ elaborate

ltr ∩ latter, letter, lighter; ∩ lottery; ∩ ultra

lkl ∩ local; ∩ 1 likely; 2 luckily

lrnd ∩ learned (*verb*); ∩ learned (*adj.*); ∩ learner

Rprfn ∩ repression; ∩ reparation

rtns ∩ 1 righteousness, riotousness; 2 reticence

rbr ∩ 1 robber; 2 rubber; ∩ robbery; ∩ arbor

rtr ∩ writer, rioter; ∩ orator; ∩ retire; ∩ artery
oratory, oratorio; ∩ rotary

rktr ∩ rector; ∩ rectory; ∩ erector

rv ∩ rave, rove; ∩ review; ∩ arrive

rvl ∩ 1 rival, revile; 2 revel; ∩ arrival; ∩ reveille

rsm ∩ resume; ∩ reassume

rsrs ∩ racers, resource; ∩ racehorse [3 arena

rn ∩ 2 reign; ∩ iron; ∩ 2 rainy; 3 ruin; ∩ 1 irony;

rns ∩ rinse; ∩ 1 rawness; 3 ruinous; ∩ erroneous

rlm ∩ realm; ∩ relume; ∩ heirloom

rlr ∩ raillery; ∩ 2 railer, roller; 3 ruler; ∩ earlier

rr ∩ 2 rare, roar, rower; 3 rear; ∩ 1 orrery; ∩ 2 error;

Wnd ∩ wind, weaned; ∩ window [3 arrear

Hlnd ∩ Holland, (the) Holy Land; ∩ Highland

kmn ∩ 1 Hymen, human; 2 humane; ∩ hominy

hrn ∩ 1 horn; 3 hereon; ∩ 1 horny; 3 herein; ∩ heron;
heroine

Write the compound words *here, there, where*, joined to

	<i>at,</i>	<i>to,</i>	<i>of,</i>	<i>with,</i>	<i>in,</i>	<i>on,</i>	thus:
<i>Here</i>							
<i>There</i>							
<i>Where</i>							

INTERSECTED WORDS.

55. Official titles, names of public companies, and any words or phrases that do not otherwise admit of easily written forms, may be abbreviated on the principle of intersection, that is, by writing some one prominent letter across another, as in the following examples. When the positions of the letters do not admit of intersection, the second letter is written *under* the first.

Capital punishment	General Omnibus Company
Capt. Caxton	Great Western Railway
Capt. Reynolds	Gr. W. R. Company
Capt. Vivian	Professor Morgan
Col. Dixon	Professor Thomson
Col. Johnson	Roman Catholic Bishop
Eastern Counties Railway	(see par. 56.)
East India Company	Saloon Omnibus
	Saloon Omnibus Company



































56. Until 1869, the outline *rm* was generally avoided by phonographers, as liable to be mistaken for *ltr*, and all words containing *rm* were written thus ; but it has been found, after considerable practice, that it is safe to write the upward *r* before *m*. Distinct outlines are thus provided for such words as *arm, room*; *ermine, Roman*; *armada, remedy*; *Armenian, Roumanian*, etc., by writing the first word of each pair with the downward *r*, and the second word with the upward *r*. No angle need be written between the upward *r* and *m* in *room, ream*, etc.; but there should be an angle between *r* and the half-length or double-length *m*; as in *remit*, *remained*, *remainder*.























PHRASEOGRAPHY.

























57. The shorthand signs for phrases and sentences, are called, *Phraseograms*. Phraseograms should never go too far below the line present difficult joinings, be too long, difficult to decipher, or liable to be mistaken. In these cases, time will be saved by lifting the pen and commencing afresh. The following List, though extensive enough for ordinary reporting, is merely suggestive, not exhaustive. Additional phrases,—the List being extended to above two thousand,—are given in the “Phonographic Phrase Book.”


LIST OF PHRASEOGRAMS,



IN ADDITION TO THOSE GIVEN IN THE “MANUAL OF PHONOGRAPHY,”
PAR. 180.

<i>ABLE</i> to make		and composed	
<i>ABOVE</i> the,		and have been	
<i>ALL</i> its		and have done	
all its bearings		and have their	
all men		and in	
all that has been		and is not	
all that is said		and need not	
all that is to be		and never	
all that you can		and that	
all the		and the	
all these		and the contrary	
all times		and the present	
all your own		<i>AS</i> far as	
<i>AND</i> all		as good as	
and as if		as if there	
and believe		as long as	
and complained		as many as possible	


as much as 
 as soon as 
 as soon as possible 
 as the 
 as to 
 AT last  (In *at least* insert
 the vowel.)
 at their 
 at the present day 
 at some time 
 BY means of 
 by them 
 by which they are 
 COMMON-PLACE 
 DAY by day ||
 day after day ||
 from day to day || (and so with
 other similar phrases that admit of
 being thus written.)
 FOR ever 
 for his 
 for his own sake 
 for instance 
 for my own part 
 for the 
 for the most part 
 for the purpose of 
 for the sake of 


for this reason 
 FROM me or my  (In
 from him insert the vowel of him.)
 from the 
 HAVE had 
 have not 
 having regard to the 
 HE has been 
 he is (or *has*) not 
 he would no doubt  (Always
 join the vowel in *no doubt*, to keep
 it distinct from *indeed*.
 HOW are 
 how could you 
 how many of such 
 how must 
 how will they 
 I admit 
 I am glad 
 „, certain that you are 
 I am inclined to think 
 I am very glad 
 I believe 
 I can 
 I cannot do 
 I dare say 
 I did not 



I expect 

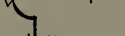

I fear you will have 
 „ you will think me 


I go 


I had 


I had not 


I have been 
 I have been told 


I have done 
 I have had many 


I have indeed 


I have said 


I have suggested 


I hope 


I hope you are 


I hope you are satisfied 


I hope you will 


I know that you may 


I know they will 


I may (or *am*) 


I may as well 


I may be told that 


I may not be 


I may perhaps be 


I must be 


I must see 


I need not 


I need not point out 

I never 


I shall 


I shall be 


I shall esteem 


I shall not 


I think 


I think it is impossible 


I think so 


I think there is 


I think there will 


I will 


I will not be 


I will say 


I will try 


I wish it 

I wish there 

IF ever 


if it is said 


if it be not 

if such 

if that 

it the 

if those who can 

if there is 

if there is to be

IN a

in all

in all respects

in all their

inasmuch as

in comparison with

in consequence

in fact

in its

in like manner

in my

in my opinion

in order to

in proportion

in reference to

in regard to

in relation to

in respect to

in so many

insomuch as

in such

in such a manner as

in support of

in the first

in the first instance

in the first place

in the main

in the next place

in the second place

in the third place

in the last place

in the same

in their

in this country

in this instance

in this neighbourhood

into the

in which it has appeared

IS to

is the

IT can

it could not be

it has been

it has been suggested

it is impossible

it is many

it is most certainly

it is most important that

it is my opinion

it is necessary that

it is no

it is not so

it is quite certain that you should

it is surely

it is said that

it is well known

it may

it seems impossible

it seems to me

it would not be

MY brother

my beloved friends

my Christian friends

my dear brethren

my dear friends

my dear sir

my dear sister

my fellow citizens

my own opinion

my Lord

my text

OF Christ

of Christianity

of course it is

„ „ it is not expected

of course they will

of course it will not be

of his

of importance

of it

of its own

of life

of many of them

of such as have

of them

of this

of this subject

of which

of which it has been

of which it is to be said

of which it must be

of which you will

ON account of their

on his own

on my part

on the

on the Committee

on the contrary

on the course

on the mode

on the other hand

on the present

on the part of

on their own)
 on this account {
 on this point {
 SHALL be <
 shall have <
 SHOULD be able to - - - - -
 should have - - - - -
 should not do - - - - -
 should not have been - - - - -
 should not think that - - - - -
 should the 1
 should think. - - - - -
 SO as to 2
 so as to be 2
 so as to receive 2e
 so many as 2e
 so that)
 so that it is impossible {
 so the 2
 so there is)
 THAT have {
 that is 6
 that it may as well {
 that such 6
 that the 5
 that they {

that which has been 2
 that you will have no 2e

THE, as a short downstroke,
 may be joined to

After	believe	neither	thus, to
all	by	nor	towards
among	either	not	under
are	for	of	upon
as	have	send	were
be	if	should	when
because	in	that	where
been	is	think	with
being	make	this is	without

and, as a short upstroke, to

Above	even	see	was
at	from	so	what
before	had	than	which
between	how	there	would
but	into	through	
during	say	unto	

The tick *the* (/) is not used BEFORE another word, but only when medial or final.

THERE are 2
 there can 2
 there could not be 2e
 there is)
 „ could not have been 2e
 there is another point 2e
 there is another subject 2e
 there is no more 2e
 there seems to be 2e
 there were 2
 there were some 2e
 there would be 2e
 THOSE who can 2e

THOUGH there is (

TIME to time L

TO a great extent } (*To* may
be joined to verbs beginning with
m, the upward *l* or *r*, the circle *s*,
or a letter of the *kl*, *kr* series.)

to as many as S

to be able to X

to be able to make X

to become X

to be saved X

to church >

to do }

to do something L

to have }

to it }

to love S

to many of those who S

to me S

to some S

to the >

to them }

to think that }

to those that }

to which >

to which you are indebted S

to you S

UPON it }

upon its own S

upon the }

WAS it }

was not }

was the }

WE are ✓

we have ✓

we may ✓

we will ✓

WHAT can be the reason S

what could be S

what could they S

what may not, S

what the S

what were S

what were their S

what were their reasons S

WHEN the S

when we ✓

WHICH are ✓




























which are necessary S


























which are sufficient S

which cannot S

which has been S

which has not been S

which have not 
 which is (or has) 
 which is (or has) not 
 which is now 
 „ must not be considered 
 which receive 
 which was 
 which were 
 which were certainly 
 which were likely 
 which were not 
 which the 
 which we, 
 which would be 
 which you can 
 which you are 
 which you are not  or 
 WHO are 
 who can 
 who has been 
 who have been 
 who is 
 who is not 
 who may be 
 who will 
 who will not be 

who were 
 who would 
 who would no doubt 
 who would not have 
 who would not say 
 WILL these 
 will they 
 WITH it 
 with its 
 with reference to 
 with regard to 
 with respect to 
 with respect to the 
 with such 
 with them 
 with them that 
 with this 
 with which 
 with which it has been 
 with which it is not 
 with which it must be 
 with which you may be 
 WOULD be 
 would come 
 would do 













would have been ~
 would have to be ~
 would it ?
 would it be ?
 would make them ~
 would no doubt ~
 would not be satisfied ~
 would not have said ~
 would see }
 would the ~












YOU are ~
 you are not ~
 you mention ~
 you must recollect that ~
 you should ~
 you were ~
 you will be certain ~
 you will be sure to ~
 you will have been ~
 you will think it ~

MISCELLANEOUS PHRASEOGRAMS.




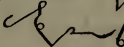

Absolutely necessary ~
 because it is ~
 Chancellor of the Exchequer ~
 city of London ~ (and so with
 other places.)
 commercial freedom ~
 commercial speculation ~
 Corn Law ~
 East Indies ~
 Financial reform ~
 free trade ~
 free trader ~
 freedom of trade ~
 great deal ~



great extent ~
 great many ~
 hon. gentlemen ~
 honourable member ~
 hon. and lear. member ~
 hon. member for Bristol ~
 House of Commons ~
 House of Lords ~
 House of Parliament ~
 hither and thither ~
 income-tax ~
 Ladies and Gentlemen ~
 member of Parliament ~

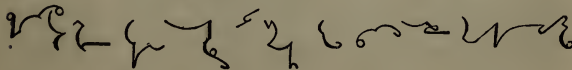
more and more 
 national expenditure 
 national reform 
 necessary consequences 
 Parliamentary Committee 
 peculiar circumstances 
 „ „ of the case 
 per annum 
 per cent 
 point of view 
 political economy 
 present circumstances 

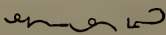
present state 
 prime minister 
 Reporter's Companion 
 reporter's notes 
 right hon. bart. 
 Secretary of State 
 till it has been 
 towards them 
 United Kingdom 
 universal happiness 
 vice versâ 

The following examples of words written without lifting the pen, will show that phraseography may be employed in other than common phrases, *when the rapidity of the speaker requires it.*

Cease to do evil  Learn to do well  Give us this
 day our daily bread  Where is he that is born King
 of the Jews?  And when they were come into the
 house  (The) voice of one crying in the wilderness

 Verily, verily I say unto you 
 Consider the lilies of the field, how they grow; they toil not,
 neither do they spin, and yet I say unto you that even Sol-
 omon in all his glory, was not arrayed like one of these




























Nature is not a mechanism, but a creation 

THEOLOGICAL PHRASES.

Almighty and Everlasting God	Christian faith
Almighty God	Church and State
Apostle Paul	Church of Christ
ark of the covenant	Church of England
articles of religion	Church of Ireland
at the last day	Church of Rome
at the right hand of God	Church principles
Begotten son of God	cross of Christ
blessed Lord	Daily bread
blessing of God	day of redemption
blood of Christ	Divine being
blood of Jesus	Divine glory
body and blood of Christ	Divine government
body and mind	Divine love
Catholic Church	Divine Man
Catholic faith	Divine Providence
Catholic Priest	Divine things
Catholic worship	Divine wisdom
ceremonial law	Elder of the Church
child of God	Episcopal Church
children of God	Epistle of Paul
children of Israel	Epistle to the Corinthians
Christ Jesus	Epistle to the Romans
Christ Jesus our Lord	eternal bliss
Christian brethren	eternal condemnation
Christian brother	eternal damnation
Christian character	everlasting covenant
Christian charity	everlasting day
Christian church	everlasting God

everlasting life
 everlasting misery
 Face of the earth
 family prayer
 fast day
 Feast of Tabernacles
 fellow-creature
 for Christ's sake
 for ever
 for ever and ever
 forgiveness of sins
 fruits of the Spirit
 future state
 future world
 Glad tidings
 glorious gospel of the Lord Jesus
 Christ
 God and Savior
 God in his goodness
 God is faithful
 God is good
 God is great
 God of grace
 God of heaven
 God of love
 God's character and government
 God's glory
 God's justice
 God's law
 God's providence








goodness of God
 gospel of peace
 grace of God
 grow in grace
 growing in grace
 Head of the Church
 heart of man
 hearts of men
 heaven and earth
 heavenly Father
 holy land
 holy of holies
 holy place
 Holy Spirit of God
 Holy Word
 house of Israel
 I am God
 I observe lastly
 image of God
 in Christ
 in Church
 in faith
 in Jesus Christ
 in the Church
 in the city of God
 in the heart
 in the midst of life
 in the presence of God
 in the providence of God
 in the sight of God








in the word of God 
in the words of my text 
in the words of our text 
in the words of the text 
inspiration of Scripture 
inspiration of the Bible 
Jehovah Jesus //
Jesus Christ  Christ may
be written — when it follows
Jesus; in other cases write —
Jesus Christ's sake 
Jewish dispensation 
Jewish persuasion 
just and the unjust 
just for the unjust 
justice, mercy, and truth 
justification by faith 
justification by the works of the
law 
Kingdom of Christ 
Kingdom of darkness 
kingdom of God —
kingdom of grace 
kingdom of Heaven 
kingdom of the world 
kingdom of this world 
kingdoms of the world 
kingdoms of this world 
knowledge of Christ 
knowledge of Christianity 

knowledge of God Z
 knowledge of the truth 7
 Lamb of God ~~~~~
 language of Scripture ~~~~~
 language of the text ~~~~~
 language of my text ~~~~~
 Lord and Savior ~~~~~
 Lord and Savior Jesus Christ
 Lord Jesus 7 ~~~~~
 Lord Jesus Christ Z ~~~~~
 Lord's kingdom ~~~~~
 Lord's Prayer ~~~~~
 Lord's Supper ~~~~~
 love of self ~~~~~
 Minister of the Gospel ~~~~~
 Mosaic Law ~~~~~
 my beloved brethren ~~~~~
 my brethren ~~~~~
 my dear fellow-sinners ~~~~~
 my dear friends ~~~~~
 my fellow-sinners ~~~~~
 my friends ~~~~~
 my reverend brother ~~~~~
 my text ~~~~~
 Nations of the earth ~~~~~
 New Church 7 (n on the line)
 New Testament Scriptures ~~~~~
 Of Christ ~~~~~ [(n on the line)
 of Christianity ~~~~~
 of God ~~~~~






















of my text ~~~~~
 of Scripture ~~~~~
 Old Testament ~~~~~
 Old Testament Scriptures ~~~~~
 omnipotence of God ~~~~~
 omnipresence of God ~~~~~
 omniscience of God ~~~~~
 our blessed Lord ~~~~~
 our Lord ~~~~~
 our Lord's ~~~~~
 our Lord Jesus Christ ~~~~~
 our Savior ~~~~~
 Part of Scripture ~~~~~
 passage of Scripture ~~~~~
 penitent sinner ~~~~~
 portion of Scripture ~~~~~
 Protestant Church ~~~~~
 Protestant faith ~~~~~
 Protestant religion ~~~~~
 providence of God ~~~~~
 Quick and the dead ~~~~~
 Reformed Church ~~~~~
 resurrection glory ~~~~~
 resurrection of Christ ~~~~~
 resurrection of the body ~~~~~
 resurrection of the dead ~~~~~
 resurrection of the just ~~~~~
 right hand of God ~~~~~
 right hand of God the Father ~~~~~




















right hand of the Father ~~~~~
 Right Reverend ~~~~~
 Right Reverend Bishop ~~~~~
 rise again ~~~~~
 Roman Catholic ~~~~~
 Roman Catholic Church ~~~~~
 Sabbath day ~~~~~
 Sabbath school ~~~~~
 Savior of the world ~~~~~
 Scripture promises ~~~~~
 Second coming of Christ ~~~~~
 Second Epistle ~~~~~
 Sermon on the mount ~~~~~
 Son of God ~~~~~
 Sons of God ~~~~~
 Son of Man ~~~~~
 Spirit of Christ ~~~~~
 Spirit of God ~~~~~
 spiritual life ~~~~~
 spiritual meaning ~~~~~
 spiritual sense ~~~~~
 St James ~~~~~
 St John ~~~~~
 St Paul's epistle ~~~~~
 St. Peter ~~~~~
 Sunday school ~~~~~
 Sun of Righteousness ~~~~~
 Things of God ~~~~~
 things of men ~~~~~
 through Christ ~~~~~









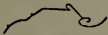
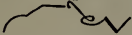
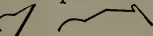

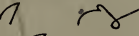











tree of life 
 Trinity in unity 
 Under an influence which 
 under the influence of which 
 under the necessity of 
 unsearchable riches of Christ
 Virgin Mary  



























Water of life 
 ways of the world 
 way of salvation 
 wisdom of God 
 Word of God 
 works of the law 
 world without end 

LAW PHRASES.

Act of Parliament 
 Acts of Parliament 
 Assessment Act 
 Bankruptcy Bar 
 Bankruptcy Court 
 Beneficial interest 
 beneficial estate 
 bill of lading 
 bill of sale  
 breach of promise of marriage
 Central Criminal Court 
 Chamber of Commerce 
 Chancery Division 
 Chief Justice 
 Church rate  
 circumstantial evidence 
 Common jury 
 Common law 
 County Court 
 Counsel for the defence 

Counsel for the defendant 
 Counsel for the plaintiff 
 Counsel for the prisoner 
 Counsel for the prosecution 
 Court of Bankruptcy 
 Court of Justice 
 Deed of settlement 
 Deed of trust 
 documentary evidence 
 Ecclesiastical Court 
 equity of redemption 
 examination in chief 
 Exchequer Division 
 Gentlemen of the jury 
 grand jury 
 Habeas Corpus 
 heirs, executors, administrators,
 and assigns 
 heirs, executors, administrators,
 or assigns 
 High Court of Justice 

insolvent debtor 
 Joint stock 
 Joint stock company 
 Justice of the peace 
 Law of the land 
 learned counsel for the defence 
 learned counsel for the def. 
 learned counsel for the plaintiff 
 learned counsel for the prisoner 
 learned counsel for the prisoner
 at the bar 
 learned counsel for the prosecution
 learned judge 
 legal estate 
 legal personal representative
 Lord Chancellor 
 Lord Chief Baron 
 Lord Chief Justice 
 May it please your  (add
   for Honor
 Lordship, Worship)
 my learned friend 
 new Poor Law 
 no, my Lord 
 notary public 
 Parish Clerk 

Parochial Assessment Act 
 personal estate 
 plaintiff's attorney 
 police court 
 power of attorney 
 prisoner at the bar 
 Probate, Divorce, and Admiralty
 Division 
 provisional assignee 
 Queen's Bench 
 Queen's Bench Division 
 Queen's Counsel 
 Special jury 
 special license 
 Supreme Court 
 Trust funds 
 Verdict for the defendant 
 verdict for the plaintiff 
 Verdict of the Jury 
 Vice-Chancellor  (The name
 may be added.)
 Warrant of attorney 
 will and testament 
 Yes, my Lord 
 Yes, Sir 
 your Honor 
 your Lordship 
 your Worship 

REPORTING EXERCISES.

Handwritten musical notation on ten staves, featuring various notes, rests, and bar lines.

2x. 9 1. 10x 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041 1042

REPORTING EXERCISES.

1. CHARACTERISTICS OF THE AGE.

The peculiar and distinguishing characteristics of the present age are in every respect remarkable. Unquestionably an extraordinary and universal change has commenced in the internal as well as the external world,—in the mind of man as well as in the habits of society, the one indeed being the necessary consequence of the other. A rational consideration of the circumstances in which mankind are at present placed, must show us that influences of the most important and wonderful character have been and are operating in such a manner as to bring about if not a reformation, a thorough revolution in the organization of society. Never in the history of the world have benevolent and philanthropic institutions for the relief of domestic and public affliction; societies for the promotion of manufacturing, commercial and agricultural interests; associations for the instruction of the masses, the advancement of literature and science, the development of true political principles; for the extension, in short, of every description of knowledge, and the bringing about of every kind of reform, been so numerous, so efficient, and so indefatigable in their operation as at the present day. We do not say that many of the objects sought by these associations are not extravagant and impracticable, but we do say that it is impossible that such influences can exist without advancing, in some degree, the interests of humanity. It would be idle to deny that notwithstanding all these beneficial influences, a great amount of misery exists; but this is only the natural consequence of great and sudden changes. Let us hope that in this instance at least, it may be but the indispensable preliminary stage in the cure of a deep-seated disease.

2. A SUPPOSED REPLY TO A REQUISITION.

I am very grateful for the disinterested and uninterrupted kindness you have shown towards me, and the especial services you have rendered me on all occasions; without which it would have been impossible for me to have accomplished a single object I had in view. Nothing could be more gratifying to me, or give me greater satisfaction, than the proposition you have made. I shall accede to it with the greatest pleasure; and shall endeavor, as far as possible, to carry out your plan. The fact of its applicability to the purposes for which it is intended, and the slight expenditure it involves, must bring it before the attention of the public, and as it is admirably subservient to the general objects contemplated by government, no doubt Parliament will be induced to further the undertaking. We have already sufficient funds to commence operations, and several distinguished individuals have promised us testimonials in favor of the scheme, as well as subscriptions to help it forward. As far as I have been able to observe, I think there is no chance of success without individual exertion on our part; but, with this, I have every reason to believe that our object will be attained.

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3. SHORTHAND WRITERS AND REPORTERS.

By many persons shorthand writers and reporters are presumed to be one and the same. *De jure* they are, as they both write shorthand; but *de facto* they are not: the one is merely a word-taker: while the other, if he understands his business properly, is not only an efficient shorthand writer, and, consequently, able to take down the words of a speaker when his importance renders it necessary;—but whether reporting every word, or simply preparing condensed reports of long wordy harangues containing but few principles, he is invariably called upon to exert his mental powers to a far greater extent than the other. For instance, a man may make an indifferent speech so far as language is concerned, (and that is a most important element,) but replete with excellent matter, which it is the province of the reporter to judiciously condense, to improve, and, in fact, to render intelligible. In short, it is the province of the reporter to make good speeches for bad speakers.

An amusing instance of the inability of shorthand writers to grasp the essence of a body of shorthand notes—to condense them without destroying the meaning of the speaker, and without omitting a single point, may be here mentioned. Many years ago, when the late Mr Barnes was the editor of the *Times*, a gentleman, who considered that to accomplish the task of taking every word was to obtain the very acme of perfection as a reporter, was engaged to take a trial turn in Parliament for that influential Journal. He did so, he strained his every nerve; and although the speaker was an unimportant one, every syllable of his address was recorded in his note-book; and, feeling satisfied that he had accomplished his task in a satisfactory manner, he lost no time, as may be imagined, in finding his way to the reporters' room of the *Times* office. Some important foreign intelligence had just arrived, and in order to make room for it, Mr Barnes hurried into the room, and desired the reporters to condense the parliamentary intelligence. Of course, they felt no disposition to quarrel with the instructions they had received. Turning to Mr—, Mr Barnes inquired the nature of his "turn," and the length to which his notes would extend. "Three columns at the least," replied the shorthand writer. "Good heavens! that will never do. You must not go beyond a column or a column and a quarter. You must certainly not write more than one half of that." The gentleman looked up at the face of the able editor of the most powerful journal in the world, to assure himself that he was really to destroy one half of his turn. He could not understand it. Surely the editor had gone mad, or become wholly insensible of the value of the great machine placed under his control. The thing was impossible without completely destroying the task, in the unabridged condition of which he took so much pride. "Cut it down to one half," retorted the editor rather testily. The shorthand writer counted the leaves of his book, over which his turn extended; he then divided them, and, looking again into the face of Mr Barnes, inquired with the utmost simplicity, "which half he should write." We heard that the turn was his first and last. So much simplicity would not do on the *Times*.

A reporter from the north, not many years ago, was engaged by the managing reporter of the *Times*, Mr Neilson, to take a trial turn. He did so; and went off to the *Times* office to write it out. His courage however failed him at the sight of the establishment. He became excessively terrified; but his terror increased ten-fold as he neared the reporters' room. He stood at the door for a few moments, as if the well-known line, "All hope abandon ye who enter here" was emblazoned on the portal. He however ventured to look in. The sight of the reporters, whose fingers were flying across the paper like an express train down an incline, pinned him to the threshold. He simply articulated, "What awfu' work this reporting is!" and vanished. He was never seen again, and it is to be hoped that he lost no time in retracing his steps to his native hills.—*J. I. Scott.*

4. SPEECH OF THE CHANCELLOR OF THE EXCHEQUER, ON THE HOUSE OF COMMONS RESOLVING ITSELF INTO A COMMITTEE OF SUPPLY. (Abridged.)

Delivered 21st Feb., 1848, in the House of Commons.

In rising to move the order of the day for the House resolving itself into a Committee of Supply, I think it advisable to state the course which Her Majesty's ministers consider it fit to pursue with regard to some estimates which have already been laid on the table of the House. I find on the notice-paper a notice given by the hon. member for Montrose, of a motion for postponing altogether a committee of supply on the navy and army estimates until the House shall have decided on the proposal made by my noble friend the First Lord of the Treasury, on Friday night. To that motion of the hon. member, it is impossible that Her Majesty's ministers can accede, for it reverses entirely the constitutional mode of proceeding, which always requires that a vote of supply should precede a committee of ways and means. If a committee of ways and means should consider any vote passed in a committee of supply not justifiable, it would, according to the principle and practice of parliamentary proceedings, be in the power of the committee of ways and means to stop the vote. The present course of imposing a tax, first by a vote in a committee of supply, and next by a vote in a committee of ways and means, is fully justified by reason and common sense, because it is the duty of the House in the first place to pass a vote for the purpose of paying the dividends on the national debt, and to maintain all those establishments which are indispensably necessary for upholding the honor and interests of the country. This vote is passed in a committee of supply. Then comes next the consideration of the means by which this vote is to be made. On Monday next it will be my duty to state the reason why Her Majesty's ministers propose that mode of taxation which my noble friend stated on Friday night. On that subject therefore, I shall, on this occasion, make no observation. I am now merely stating the order in which our proceedings must take

place, namely that a vote of supply must necessarily precede a vote of ways and means. In determining what the amount of supply ought to be, Her Majesty's government, after taking into consideration the circumstances of the country, have felt it their duty to propose not a very great increase in the estimates of the previous year. There appeared to prevail an impression among some honorable members on a former evening, and which impression seems to have in some degree operated out of doors, that the increased taxation now proposed is solely owing to the proposed estimates, and that those estimates were entirely of a military and warlike character. It seemed to be the opinion that increased taxation was rendered necessary by some enormous scheme of military defence; in fact, that Her Majesty's ministers were proposing additional taxation for the purpose of war. Now I do hope that both this House and the country have since given a little further consideration to what actually fell from my noble friend on Friday night, and that having duly attended to the figures stated by my noble friend, they are now convinced that such an impression is entirely mistaken and unfounded. Referring to the statement made by my noble friend, it must be obvious to all that the figures put forth by him, as founded upon estimates sanctioned by the last Parliament, and upon an expenditure over which we had no control, which was passed and gone, showed a deficiency of no less than £2,500,000, which must be provided out of the taxation for the next year. That, therefore, is a cause, without any increase in the estimates for the present year, why there should be a demand made for further taxation. But in addition to that, the increased demand for taxation has been made for purposes as specific and entire as it is possible to conceive. Whoever will take the trouble to go through the statement made by my noble friend will see that there is a great increase in the miscellaneous estimates, arising chiefly from additional expenses consequent on the maintenance of convicts thrown upon the general taxation of the country, instead of being, as heretofore, borne by local taxation. This indeed is rather a transfer than an increase of charge on the nation. Then there are charges relating to the fitting up of the new Houses of Parliament, and likewise charges connected with the British Museum. Now surely these have not the slightest connection with either the military or naval estimates. But these are not all. There are other expenses which swell the bulk of the deficiency for the present year. Among these may be mentioned the cost for sending out ships in search of Sir John Franklin and the expedition under his care on a voyage of discovery to the North Pole; and also a charge which cannot strictly be considered to be of a military character, but even if so, was nevertheless sanctioned, or rather I might say suggested by this House—I mean the increased pay given to certain petty officers, and the expenses incurred by giving up the bounty hitherto deducted on paying off seamen and marines. All these expenses, the House will see, were in no degree for military purposes, not for purposes even of defence, still less of aggression.

The view which Her Majesty's government take in respect to any deficiency in the navy or army estimates is, that whenever any such

deficiency occurs, the subject should, from time to time, be brought under the consideration of Parliament. That is the course which has been pursued by all previous governments. Whenever a deficiency occurred, the matter was brought before Parliament and the deficiency was duly supplied. What is now proposed to be done is to make up the small deficiency which has occurred in one branch of the armaments of the country, and that is proposed to be done in accordance with the course which has hitherto been pursued, and which is considered to be the most expedient course, and least liable to objection. Of this the House and the people may be well assured, that Her Majesty's ministers will do nothing that is not considered essentially necessary and at the same time conducive to the preservation of the peace and honor of the country. Sir, that so much apprehension should have prevailed on this subject, is to me not more a matter of astonishment than regret. There is, I can venture to affirm, no object which Her Majesty's ministers have so much at heart, as that the House of Commons should be satisfied on this subject.

But it must be obvious that many explanations which it is desirable to afford, are of such a nature that they cannot very conveniently be made in this House. Under all the circumstances, I am of opinion that it would afford much more complete information to the House on the expenditure which may be deemed necessary for the public service, if all the information bearing upon the various causes for that expenditure should be laid before a select committee, than could be obtained by any partial, and therefore necessarily imperfect information that could be given in a committee of the whole House. As to the mode in which the committee should be constituted, I beg to assure the House Her Majesty's government have not the slightest wish to influence in any way its construction. With regard to the vote of this evening, I find, on referring to the course pursued in 1845, that when it was proposed to renew the income tax, no discussion of the estimates occurred during the interval of the proposal being made by the right hon. gentleman (Sir Robert Peel), and the time that the House came to a decision upon the question. We now propose to follow that example, so far as any full discussion of the estimates is concerned, but it is necessary for the public service that a vote of the House of Commons should immediately be taken. I hope the House will allow my hon. friend the Secretary of War, and the Secretary for the Navy, to propose those great heads of expenditure which are required for this period of the year, and will abstain from entering upon any partial discussion. On Monday next it will be my duty to submit to you a general view of the taxation of the country, and any discussion therefore on that subject will be far better deferred till that occasion. If you were now to enter upon a debate, it would be impossible for the opinion of the House to be taken upon any one proposition that could be submitted to it. It therefore would, in my opinion, on all accounts be far better to reserve whatever observations hon. members may wish to make, until the subject is brought fully and fairly before the House. With these observations, I beg to move that the order of the day for the House going into a committee of supply be now read.

5. REPORTING AS A MENTAL EXERCISE.

If we trace the operations of the mind which are carried on during the act of taking down the words of a speaker as they are uttered by him, we shall not be surprised that a considerable amount of practice is needed before the art of verbatim reporting can be acquired; the cause of our astonishment will rather be that still greater labor and skill are not necessary to the carrying on of a process so rapid and yet so complicated.

Let us suppose a speaker commencing his address. He utters two or three words, perhaps, in a deliberate manner; they fall on the reporter's ear, and are thence communicated to the brain as the organ of the mind; the writer must then recall to his memory the sign for each word he has heard; the proper sign having suggested itself to his mind, a communication is made from the brain to the fingers, which, obedient to the will, and trained perhaps to the nicest accuracy of form, rapidly trace the mystic lines on the paper. Some portion of time is of course required for each of these operations to be performed after the words have been spoken; yet see! the writer appears to stop precisely at the same time with the speaker! The orator still continues in his deliberate style, and the reporter is able to write each word he hears before the next is uttered. Now, however, the speaker warms with his subject, and changes his measured pace to one more rapid; the writer increases his speed accordingly, and, notwithstanding the many operations at work in his mind, scarcely is the last word of a sentence uttered before he lifts his pen from the paper, as if for an instant's pause, not a syllable having escaped his ear or pen. This surely is a laborious task; much more so that which follows. The speaker has finished his exordium, is in the midst of his topics of discourse, and has begun his flights of oratory. Listen to his next sentence. He begins in a low, measured tone; after a few words makes a sudden pause; then, as if startled with the brilliancy of his ideas, and fearful lest they should escape before he can give them utterance, he dashes along at an impetuous rate which he never slackens till he is out of breath with exertion. In this rapid delivery he has gained ground to the extent of five or six or more words on the writer, whom probably he has taken by surprise. The latter, nevertheless, has had to listen to the words which were, so to speak, in advance of him, recall the proper sign for each, send it from the brain to the fingers, and trace it on his note-book; while, *at the same time*, he has had to attend to the words which follow, so as to be able to dispose of them in the same way when their turn arrives: and in this manner are his mental and bodily powers occupied for an hour, or, it may be, several hours together.

It would naturally be supposed that, with all this to attend to, it would be impossible for the writer to think at all of the sense conveyed by the words which he is at such pains to record; but, to perform his work efficiently, he must bring his mind to bear on this also, and not only endeavor to understand the general drift of what he is reporting, but to catch the meaning of every expression; for where this is neglected literal accuracy cannot be attained. The probability is that we do not distinctly hear—hear, that is, so as to be able separately to identify them—half the sounds that compose the words to which we

listen ; and it is only, therefore, by our close attention to the context that we are enabled to supply imperceptibly—for few people are conscious of this mental act—the sounds that the ear has failed to convey definitely to us. Hence the necessity for listening to the sense, as well as to the sounds of words, as they flow from a speaker's lips. A minister once told us that in a report of a sermon delivered by him the phrase "the siege of Abimelech" was written and actually printed "the siege of Limerick !" This could not have arisen from a mistake in the written characters, for the forms of Abimelech and Limerick would, in any system of shorthand, be palpably distinct : the ear must, in such a case, have been in error, and the sense should have been sufficient to correct it. Every experienced reporter must occasionally have discovered errors of this description while transcribing his notes ; his inattention to the sense, while following the speaker, not having led him to correct the false impression which has been made on the ear.

As a mental exercise, then, reporting may be regarded as of the greatest utility. It is true that after a long course of practice the art becomes *apparently* a mechanical one, as far as the taking down is concerned : yet at first all the powers of the mind must be brought to bear on its attainment, and they can hardly fail to be materially strengthened by the training they must undergo. A word, however, as to reporting being a mechanical operation, as some have termed it. No effort put forth by us can be purely mechanical, since the mind is necessary to it. Walking and reading (reading aloud without attending to the sense) seem mechanical acts, but the mind is indispensable to them. After long practice indeed, a comparatively external region of the mind is concerned in them, for we are enabled to think and plan—operations of more interior faculties—while these outward acts are being attended to ; but at first both walking and reading require, in order to their attainment, a strong exercise, in one case, of all the powers of the body, and, in the other, of all the powers of the mind ; both having been, of necessity, improved and strengthened by the training. It is the same with reporting, but in this case the exercise is more severe ; and if even the act of writing should, by practice, become little more than a mechanical performance, the constant employment of the mind in catching the meaning of different speakers, and the bringing before the writer all the varied styles of diction in use among them, together with the exercise in composition afforded by the transcribing of what has been written, cannot fail to commend the art to all who are interested in education, and in the development of the powers of the human mind. Even where the student of shorthand has been unable to acquire sufficient manual dexterity to follow a speaker *verbatim*, the practice of reporting will still be beneficial ; since increased attention to the sense will be required, in order that, when abridging a report, nothing material may be omitted. A habit is thus cultivated of separating mere verbiage from the solid material, winnowing the chaff from the wheat ; and though this is not the particular benefit on account of which the cultivation of shorthand is recommended in this article, it is one whose importance ought not to be overlooked in regarding reporting as a mental exercise.—*T. A. Reed, in the "Phonographic Reporter" for October, 1853.*

6. SERMON ON THE IMMORTALITY OF THE SOUL.

For we know that if our earthly house of this tabernacle were dissolved, we have a building of God, a house not made with hands, eternal in the heavens.—2 Corinthians, 5. 1.

This passage presents to us, in one view, the nature of our present earthly state, and the future object of the Christian's hope. The style is figurative; but the figures employed are both obvious and expressive. The body is represented as a house inhabited by the soul, or the thinking part of man. But it is an "earthly house," a "tabernacle" erected only for passing accommodation, and "to be dissolved;" to which is to succeed the future dwelling of the just in "a building of God, a house not made with hands, eternal in the heavens." Here then are three great objects presented to our consideration. First, the nature of our present condition. Secondly, that succeeding state which is the object of good men's hope. Thirdly, the certain foundation of their hope; "*we know*, that if our earthly house be dissolved, we have a building of God."

First. The text gives a full description of our present embodied state, as an "earthly house," an "earthly house of this tabernacle," and a tabernacle which is to be "dissolved."

We dwell in an "earthly house." Within this cottage of earth is lodged that spiritual, immortal substance, into which God breathed the breath of life. So we are elsewhere said in Scripture to have "our foundation in the dust," and to "dwell in houses of clay." During its continuance in this humble abode, the soul may be justly considered as confined and imprisoned. It is restrained from the full exertion of its powers by many obstructions. It can perceive and act only by very imperfect organs. It looks abroad as through the windows of the senses; and beholds truth as "through a glass, darkly." It is beset with a numerous train of temptations to evil, which arise from bodily appetites. It is obliged to sympathize with the body in its wants; and it is depressed with infirmities not its own. For it suffers from the frailty of those materials of which its earthly house is compacted. It languishes and droops along with the body; is wounded by its pains; and the slightest discomposure of bodily organs is sufficient to derange some of the highest operations of the soul.

All these circumstances bear the marks of a fallen and degraded state of human nature. The mansion in which the soul is lodged corresponds so little with the powers and capacities of a rational immortal spirit, as gives us reason to think that the souls of good men were not designed to remain always thus confined. Such a state was calculated for answering the ends proposed by our condition of trial and probation in this life, but was not intended to be lasting and final. Accordingly, the Apostle, in his description, calls it the earthly house "of this tabernacle;" alluding to a wayfaring or sojourning state, where tabernacles or tents are occasionally erected for the accommodation of passengers. The same metaphor is here made use of, which is employed in several other passages of Scripture, where we are said to be "strangers and sojourners on earth before God, as were all our fathers." This earth may be compared to a wide field spread with tents, where troops of pilgrims appear in succession and pass

away. They enter for a little while into the tents prepared for them; and remain there to undergo their appointed probation. When that is finished, their tents are taken down, and they retire to make way for others who come forward in their allotted order. Thus "one generation passeth away, and another generation cometh;" and the "earthly house" is to all no other than the "house of their pilgrimage."

The "earthly house of this tabernacle," the Apostle, proceeding in his description, tells us, is "to be dissolved." Close as the union between the soul and the body now appears to be, it is no more than a temporary union. It subsists only during the continuance of a tabernacle of dust, which, by its nature, is tending towards ruin. The "dust" must soon "return to the dust, and the spirit to God who gave it." The dissolution of the "earthly house of this tabernacle," is an event full of dismay to wicked men. Beyond that period they see nothing but a dark unknown, which, as far as they can discern, is peopled with objects full of terror; even to the just this dissolution is a serious and awful event. Providence has wisely appointed that, burdened as our present state is with various ills and frailties, we should, however, be naturally attached to it. Its final close is always attended with several melancholy ideas.—Thou who now flourishest most in health and strength, must then have thy head laid low. From thy closing eyes the light of the sun shall disappear for ever. That light shall continue to shine, the seasons to return, and the earth to flourish; but to thee no more: separated from the dwellings of men, and cut off from all thou wast accustomed to love, as though thou hadst never been.—Such is the fate of man considered merely as mortal; as dwelling in an earthly house which is about to be dissolved. The consolatory corrective of those humbling ideas, the ray that is to dissipate this gloom, we behold in the subsequent part of the text; that when this earthly house is dissolved, there is prepared for the righteous "a building of God, a house not made with hands." But before proceeding to this part of the subject, let us pause and make some reflections on what has been already said.

Let the distinction between the soul and the body, which is so clearly marked in the text, be deeply imprinted on our minds. Few things in religion or morals are entitled to make a stronger impression than this distinction; and yet, with the bulk of men, the impression it makes, appears to be slight. They seem to think and act as if they consisted of no more than mere flesh and blood, and had no other concerns than what respect their embodied state. If their health be firm, if their senses be gratified, and their appetites indulged, all is well with them. Is not this to forget that the body is no more than an "earthly house" or "tabernacle" of the soul? The soul, that thinking part which they feel within them, and which it is impossible for them to confound with their flesh or their bones, is certainly far nobler than the tenement of clay which it inhabits. The soul is the principle of all life, and knowledge, and action. The body is no more than its instrument or organ; and as much nobler as is the part which belongs to him who employs an instrument, than to the instrument which is employed, so much is the soul of greater dignity than the body. The one is only a frail and perishable

machine; the other survives its ruin, and lives for ever. During the time that the union continues between those two very different parts of our frame, I by no means say that it is incumbent upon us to disregard all that relates to the body. It is not possible, nor, though it were possible, would it be requisite or fit for man to act as if he were pure immaterial spirit. This is what the condition and laws of our nature permit not. But must not the greatest sensualist admit that, if the soul be the chief part of man, it must have interests of its own, which require to be carefully attended to? Can he imagine that he truly consults either his interest or his pleasure, if he employs the thinking part of his nature only to serve, and to minister to the bodily part? Must not this infer, not merely a degradation of the superior part, but an entire perversion of that whole constitution of nature which our Maker has given us? Be assured, my brethren, that the soul has a health and a sickness, has pleasures and pains of its own, quite distinct from those of the body, and which have a powerful influence on the happiness or misery of man. He who pays no attention to these, and neglects all care of preserving the health and soundness of his soul, is not only preparing final misery for himself when he shall enter into a disembodied estate, but is laying, even for his present state, the foundation of many a bitter distress. By folly and guilt he is *wounding his spirit*. Its wounds will often bleed when his body appears sound, and will give rise to inward pangs which no animal comforts shall be able to assuage or heal.

When we impress our minds with the sense of this important distinction between the body and the soul, let us not forget, that closely united as they now are in our frame, their union is soon to terminate. "The earthly house of this tabernacle is to be dissolved;" but the soul which inhabits it, remains. Let us therefore dwell in our earthly house with the sentiments of those who know they are about to dislodge. The endowments and improvements of the soul are the only possessions on which we can reckon as continuing to be our own. On every possession which belongs to our bodily estate, we ought to view this inscription as written by God: "This is an earthly house which is tottering to its fall; this is a tabernacle which is about to be taken down." Let us with pleasure turn our thoughts towards those higher prospects that are set before us, when this change shall have taken place in the human condition; which naturally brings us to the

Second head of discourse,—the great object of the hope of good men in a succeeding state. The "earthly house" is contrasted by the Apostle with a "building of God; a house not made with hands;" and the "tabernacle which is to be dissolved," with a "house eternal in the heavens."

The expressions here employed to signify what is promised to the righteous, a building of God, a house not made with hands, are expressions of a mysterious import. They suggest to us things which we cannot now conceive, far less describe. A sacred veil conceals the mansions of glory. But, in general, these expressions of the text plainly import that the spirits of good men shall, upon death, be translated from an imperfect to a glorious state. This earth, on which

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we dwell is no more than an exterior region of the great kingdom of God. It is but an entrance through which, after suitable preparation, we pass into the palace of an Almighty Sovereign. Admitted there, we may hope to behold far greater objects than we can now behold; and to enjoy in perfection those pleasures which we here view from afar, and pursue in vain. Such degrees of pleasure are allowed us at present as our state admits. But a state of trial required that pains should be intermixed with our pleasures, and that infirmity and distress should often be felt. The remains of our fall appear everywhere in our condition. The ruins of human nature present themselves on all hands. But when that which is perfect is come, that which is in part shall be done away. Into that house not made with hands, that building of God, we have every reason to believe that there will be no room for such guests to intrude as care or sorrow. Nothing can be admitted to enter there, but what contributes to the felicity of those whom the Almighty has allowed to dwell in his presence, and to behold his face in righteousness.

Besides the glory and perfection of this future state, the text suggests its permanency. This "house not made with hands," is "a house eternal in the heavens." The tabernacle which we now inhabit, is every moment liable to fall: above is the fixed mansion, the seat of perpetual rest. Beyond doubt, the certain prospect of death renders everything inconsiderable which we here possess. Every enjoyment is saddened when we think of its end approaching. We become sensible that we are always building on sand, never on a rock. Fluctuation and change characterize all that is around us; and at the moment when our attachment to any persons or objects is become the strongest, they are beginning to slide away from our hold. But in the mansions above, alteration and decay are unknown. Everything there continues in a steady course. No schemes are there begun and left unfinished; no pleasing connections just formed, and then broken off. The treasures possessed there shall never be diminished; the friends we enjoy there shall never die and leave us to mourn. In those celestial regions shines the sun that never sets; a calm reigns which is never disturbed; the river of life flows with a stream which is always unruffled in its course.

Such are the prospects, imperfectly as we can now conceive them, which are set forth to good men in a future world. But how, it may be asked, shall we be satisfied that such prospects are not mere illusions with which our fancy flatters us? Upon what foundation rests this mighty edifice of hope, which the Apostle here rears up for the consolation of Christians, and of which he speaks so confidently as to say, "*We know* that if our earthly house of this tabernacle were dissolved, we have a building of God?" To inquire into this was the

Third proposed head of discourse, to which we now proceed. And as the subject is in itself so important, and so pleasing to all good men, I shall take a view of the different kinds of evidence upon which our faith of a happy immortality is grounded.

We must observe in the first place, that the dissolution of the earthly tabernacle at death, affords no ground for thinking that the soul at the same time perishes, or is extinguished. I begin with

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this observation, because the strongest prejudices against the soul's immortality, arise from what is sometimes found to happen at that period. The soul and the body are at present united by the closest sympathy. When one suffers, the other is affected. Both seem to grow up together to the maturity of their powers; and together both seem often to decay. Such a shock is apparently suffered by the soul at death, as at first view might lead us to suspect that it was sharing the same fate with the body. Notwithstanding this, there are clear proofs that the body and the soul, though at present closely connected by Divine appointment with one another, are, however, substances of different and dissimilar natures. Matter, of which the body is composed, is a substance altogether dead and passive, and cannot be put in motion without some external impulse. Whereas the soul has within itself a principle of motion, activity, and life. Between the laws of matter, and the action of thought, there is so little resemblance, or rather so much opposition, that mankind in general have agreed in holding the soul to be an immaterial substance; that is, a substance the nature of which we cannot explain or define farther than that it is a substance quite distinct from matter. This being once admitted, it clearly follows, that since thought depends not on matter, from the dissolution of the material part we have no ground to infer the destruction of the thinking part of man. As long as by the ordination of the Creator these different substances remain united, there is no wonder that the one should suffer from the disorder or indisposition of the other.

It is so far from following, that the soul must cease to act on the dissolution of the body, that it seems rather to follow, that it will then act in a more perfect manner. In its present habitation it is plainly limited and confined in its operations. When it is let loose from that earthly house, it is brought forth into greater liberty. To illustrate this by an instance which may be conceived as analogous; let us suppose a person shut up in an apartment, where he saw light only through some small windows. If these windows were foul or dimmed, he would see less; if they were altogether darkened, he could see none at all. But were he let out from this confinement into the open air, he would be so far from being deprived of sight, that though at first overpowered by a sudden glare, he would soon see around him more completely than before. The senses are as so many windows or apertures, through which the soul at present exercises its powers of perception. If the senses are disordered, the powers of the soul will be obstructed. But once separated from its earthly tenement, the soul will then exercise its powers without obstruction; will act with greater liberty and in a wider sphere. I admit this argument only goes so far as to show, that although the body perish, there remains with the soul a capacity for separate existence. Whether that existence shall be actually continued to it after death, must depend on the will of Him who gave it life, and who certainly, at his pleasure, can take that life away. It is necessary, therefore, to inquire into what we have any reason to believe, may be the intention of our Creator concerning a future life.

I argue then, in the next place, that if the soul were to perish when the body dies, the state of man would be altogether unsuitable to the wisdom and perfection of the Author of his being. Man would be the only creature that would seem to have been made in vain. All the other works of God are contrived to answer exactly the purposes for which they were made. They are either incapable of knowledge at all; or they know nothing higher than the state in which they are placed. Their powers are perfectly suited and adjusted to their condition. But it is not so with man. He has every appearance of being framed for something higher and greater than what he here attains. He sees the narrow bounds within which he is here confined; knows and laments all the imperfections of his present state. His thirst for knowledge, his desires of happiness, all stretch beyond his earthly station. He searches in vain for adequate objects to gratify him. His nature is perpetually tending and aspiring towards the enjoyment of some more complete felicity than this world can afford. In the midst of all his searches and aspirations he is suddenly cut off. He is but of yesterday, and to-morrow is gone. Often in the entrance, often in the bloom of life, when he had just begun to act his part, and to expand his powers, darkness is made to cover him. Can we believe that, when this period is come, all is finally over with the best and worthiest of mankind? Endowed with so noble an apparatus of rational powers, taught to form high views and enlarged desires, were they brought forth for no other purpose than to breathe this gross and impure air for a short space, and then to be cut off from all existence? All his other works God had made in "weight, number and measure;" the hand of the Almighty artificer everywhere appears. But on man, his chief work here below, he would, upon this supposition, appear to have bestowed no attention; and after having erected a stately palace in this universe, framed with so much magnificence, and decorated with so much beauty, to have introduced man, in the guise of a neglected wanderer, to become its inhabitant.

Let us farther consider the confused and promiscuous distribution of good and evil in this life. The enjoyments of the world, such as they are, are far from being always bestowed on the virtuous and the worthy. On the contrary the bitterest portion is often their lot. In the midst of infirmities, diseases and sorrows, they are left to drag their life, while ease and affluence are allowed to the ungodly. I must ask if such an arrangement of things, owing to the ordination, or at least to the permission of Providence, be consonant to any ideas we can form of the wisdom and goodness of a Supreme Ruler, on the supposition of there being no future state. But as soon as the immortality of the soul and a state of future retribution are established, all difficulties vanish; the mystery is unraveled; supreme wisdom, justice and goodness are discovered to be only concealed for a little while behind the curtain. If that curtain were never to be withdrawn, and immortality never to appear, the ways of God would be utterly inexplicable to man. We should be obliged to conclude that either a God did not exist; or though he existed, that he was not possessed of such perfections as we now ascribe to him, if, when

a worthy and pious man had spent his whole life in virtuous deeds, and perhaps had died a martyr to the cause of religion and truth, he should, after long and severe sufferings, perish finally, unrewarded and forgotten; no attention shown to him by the Almighty; no building of God erected for him; no house eternal prepared in the Heavens!

These reasons are much strengthened by the belief that has ever prevailed among mankind, of the soul's immortality. It is not an opinion that took its rise from the thin-spun speculations of some abstract philosophers. Never has any nation been discovered on the face of the earth, so rude and barbarous, that in the midst of their wildest superstitions there was not cherished among them some expectations of a state after death, in which the virtuous were to enjoy happiness. So universal a consent in this belief, affords just grounds to ascribe it to some innate principle implanted by God in the human breast. Had it no foundation in truth, we must suppose that the Creator found it necessary, for the purposes of his government, to carry on a principle of universal deception among his rational subjects. Many of the strongest passions of our nature are made to have a clear reference to the future existence of the soul. The love of fame, the ardent concern which so often prevails about futurity, all allude to somewhat in which men suppose themselves to be personally concerned after death. The consciences, both of the good and the bad, bear witness to a world that is to come. Seldom do men leave this world without some fears or hopes respecting it; some secret anticipations and pre-
sages of what is hereafter to befall them.

But though the reasonings which have been adduced to prove the immortality of the soul in a future state, are certainly of great weight, yet reasonings still they are, and no more; and in every human reasoning suspicions may arise of some fallacy or error. In a point so momentous to us as our existence after death we never could with absolute certainty and full satisfaction have rested on any evidence except what was confirmed by the declaration of God himself. For many and high blessings we are indebted to the Christian revelation; for none more than for its having "brought life and immortality to light." The revelations made by God to the world in early ages, gave the first openings to this great article of faith and hope. In after periods the light dawned more and more; but it was not until the Sun of Righteousness arose, by the appearance of Christ on earth, that the great discovery was completed. Then, indeed, were made known the "city of the living God, the new Jerusalem" above, the "mansions" prepared for the "spirits of just men made perfect."

The first and most natural improvement of all that has been said, is to produce in our hearts the most lasting gratitude, love and reverence, towards that great Benefactor of mankind, who not only has made known and published the blessings of a future state to the righteous, but by his great undertaking for their redemption has erected in their behalf the "house eternal in the heavens." The next improvement we should make, is to conduct our own life and behavior as becomes those who have an interest in this happiness and this hope. From such persons, assuredly, is to be expected a pure,

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correct, and dignified behavior in every situation; not a contempt of the employments, nor a renunciation of all the comforts of their present life. Opinions that produce such effects are connected only with the spirit of superstition and false religion. But to them it belongs, in the midst of the affairs, enticements and temptations of the world, to regulate their conduct as becomes the heirs of a divine inheritance; never debasing themselves among what is mean, nor defiling themselves with what is corrupt, in the present state; but serving God with that fidelity, and behaving to men with that steady magnanimity of virtue, that generous beneficence and humanity, which suits immortal beings who are aspiring to rise in a future state to the perfection of their nature in the presence of God.—*Blair.*

7. CHYMISTRY.

Chymistry is the science which investigates the nature of bodies, and teaches the composition and properties of material substances, together with the changes they undergo. There is no science more extensive, and it is scarcely possible for one person to embrace it in its whole extent. To chymistry, more or less scientifically pursued, numerous arts owe their birth and progress, and to chymistry the naturalist must resort for the explanation of phenomena that without its aid can only be spoken of by conjecture, and on a true knowledge of which our happiness as thinking beings eminently depends. To facilitate the study of this important science, it is considered in different points of view, and thrown into divisions and subdivisions, so that a person may devote himself to one department of it, although the method of observing, analyzing and combining is the same in all, and although all the phenomena must be explained by the general theory, and refer to certain laws of which a previous knowledge is requisite. These laws constitute what is called philosophical chymistry, which explains what is meant by the affinity of aggregation or cohesion, and by the affinity of composition or chymical affinity. It also considers the effects of light, heat, and electricity; the nature of the simple and compound inflammable bodies; of air and water; the composition and decomposition of acids; the nature and properties of the salts; their relations to the acids; the calcination, solution and alloying of metals; the composition and nature of plants; the characteristics of the immediate elements of vegetable substances; the phenomena of animalization; the properties of animal compounds, and the decay of organic substances. These are its general views, but, as we have before observed, in order to facilitate the study of chymistry, it is divided into several separate branches. There is a meteorological chymistry, by which the great phenomena observed in the atmosphere are explained; and a geological chymistry, which seeks to account for the various combinations of nature beneath the earth's surface, which produce volcanoes, veins of metal, coals, basalt, etc. There is also a chymistry of the mineral kingdom, comprising the examination of all inorganic substances; a chymistry of

Handwritten musical notation on a single page, featuring a series of notes and rests on a five-line staff. The notation is in a historical style, possibly from a 16th or 17th-century manuscript. The notes are mostly minims and crotchets, with some rests indicated by horizontal lines. The page is numbered '19' in the center.

the vegetable kingdom, which analyzes plants and their immediate products; a chymistry of the animal kingdom, which studies all substances derived from living or dead animals; a pathological and pharmaceutical chymistry, which traces the changes produced by disease, with the nature and preparation of medicines; an agricultural chymistry, which treats of the nature of plants and soils, and the laws of production. The practical chymist distinguishes bodies into simple and compound substances. Simple substances comprehend such as have hitherto not been decomposed. Of these some are denominated combustibles, because they can undergo combustion, or in other words can burn, as hydrogen, carbon, phosphorus and borax, besides the alkalies, earths and metals. Some are supporters of combustion, which, though not of themselves capable of undergoing combustion, are necessary to produce this effect in other bodies; of which there are three, namely, the three gaseous bodies, oxygen, chlorine and iodine. Compound substances are formed by the union of simple substances with each other, or by that of compound substances with others. They result, first, from the combination of oxygen, or one of the other simple supporters of combustion, with one of the simple combustibles; such are the acids: second, from that of a simple body combined with oxygen, with another similar compound; such are the salts: third, from that of two or three simple combustibles with one another; fourth, from that of oxygen with hydrogen and carbon, forming vegetable matter: fifth, from that of oxygen with hydrogen, carbon, and azote, forming animal matter. When the constituent parts of bodies are separated from each other, the bodies are said to be decomposed, and the act of separating them is called decomposition: on the other hand, when bodies are so intimately united as to form new and distinct substances, this chymical union is distinguished by the name of combination. The chymical investigation of bodies therefore proceeds in two ways; namely, by analysis, that is, the separation of bodies by a series of decompositions and combinations, to come at the knowledge of the constituent parts; and synthesis, by a series of processes to form new compounds; and these two forms of investigation may accompany and assist each other. The commencement of the 19th century forms a brilliant era in the progress of chymistry; but great as have been the discoveries, and persevering as are the researches of the most profound inquirers, every step that is taken, confirms more strongly the fact, that chymistry is a progressive science, and that the discoveries of to-day may be eclipsed by the discoveries of to-morrow. And therefore truly has it been said, that "its analysis is indefinite." Its termination will have been attained only when the real elements of bodies shall have been detected, and all their modifications traced: but how remote this may be from its present state we cannot judge. Nor can we, from our present knowledge, form any just conception of the stages of discovery through which it has yet to pass.—*Maunder's "Scientific and Literary Treasury."*

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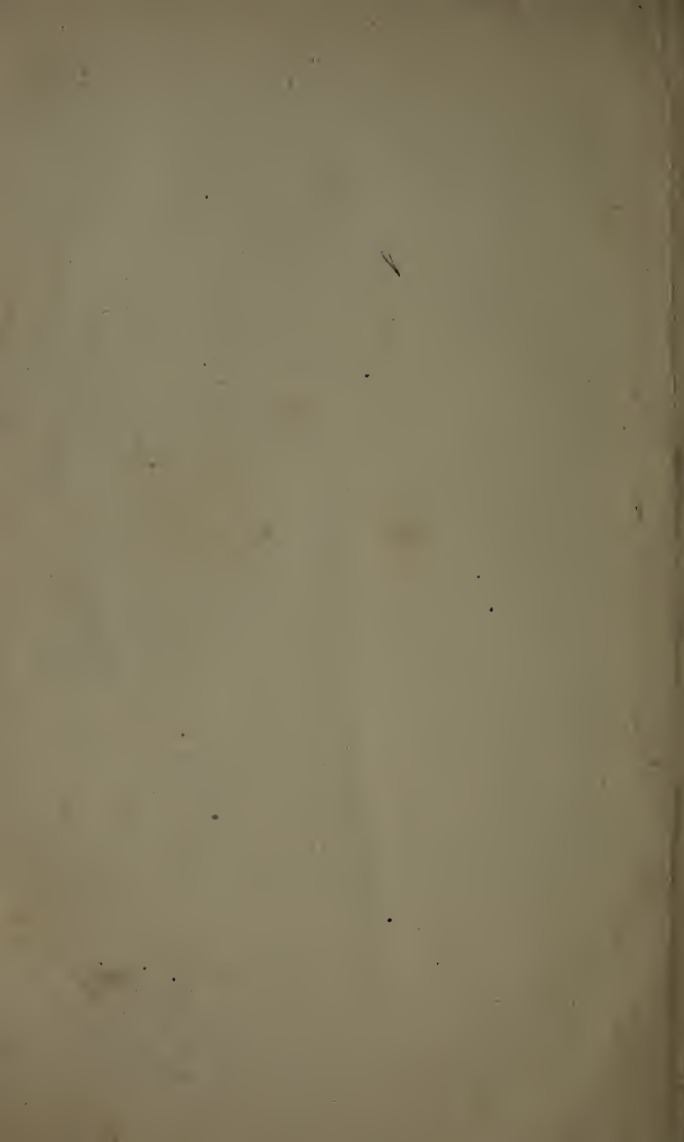
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